DISTRICT OF METCHOSIN

AGENDA

ENVIRONMENTAL ADVISORY SELECT COMMITTEE MEETING

January 27, 2026, at 7:00 p.m.
Council Chambers
Metchosin Municipal Hall

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1. Agenda, Additions, Approval

2. Annual Chair Appointment

3. Presentations

4. Public Participation

5. Adoption of Minutes
a) Metchosin Environmental Advisory Select Committee, November 25, 2025 1

6. Receipt of Minutes
a) Parks & Trails Advisory Select Committee, November 18, 2025 5

7. Business Arising from the Minutes
a) Oil Tanker Moratorium ACT
    i. Letter From Metchosin Council To Minister of Transport 9
b) Biodiversity and Natural Assets Draft Plan 11
c) MEASC Comments on Parks and Trails Draft Master Plan

8. Reports
a) Chair's Verbal Report
b) Council Liaison Verbal Report

9. Correspondence

10. Other Business
a) Review: Committee Terms of Reference 15
b) Review: Respectful Workplace Policy 17
c) AVICC Call for Resolutions 31
d) District road repaving 2026 41
e) Housing Capacity

11. Adjournment and Next Meeting

District of Metchosin

Minutes
Environmental Advisory Select Committee Meeting
Tuesday, November 25, 2025, at 7:00 P.M.
Council Chamber
Metchosin Municipal Hall

Present: Andy MacKinnon (Chair), Bill Cave (recorder), Ric Perron, Councillor Steve Gray, Merrilee Hoen, Erin Van de Water

Regrets: Anna Hall, Gary Fletcher

The meeting was called to order at 7:00 p.m.

1. Agenda, Additions and Approval

Moved and Seconded by Steve Gray and Merrilee Hoen
THAT the Committee approve the agenda as presented.

Carried

2. Presentations
None

3. Public Participation
None

4. Adoption of Minutes

Moved and Seconded by Ric Perron and Merrilee Hoen
THAT that the Committee approve the minutes of the Environmental Advisory Select Committee meeting held on October 28, 2020.

Carried

5. Receipt of Minutes

Moved and Seconded by Bill Cave and Andy MacKinnon
THAT the Committee receive the Parks and Trails Advisory and Select Committee along with the Draft Parks and Trails Master plan.

Carried

6. Business Arising from the Minutes

a) Roads Resurfacing program

- Council agreed that both MEASC and PTASC will be notified by the CAO when road resurfacing is proposed so that the Committees might comment on trail construction and other issues.

b) Invasive Species

- CAO will be using the CRISP invasive species list for treatment priorities**.**

c) Bullfrog Management

- The bullfrog management will continue under contract into the next year. A repeat look at Blinkhorn Lake will be added to the contract**.** The Mayor will request the CRD inventory Matheson Lake for bullfrogs.

7. Reports

a) Chair's Verbal Report

- With our chair currently out of town Merrilee Hoen and Andy MacKinnon have been the acting Chairs. Our Committee thanks Steve for his efforts to bring our Committee's concerns before Council.

b) Council Liaison Verbal Report

- The 2026 budget process is well underway.
- The PTASC recommendation regarding the Duke Rd subdivision on a proposed trail from Duke Road to the very large arbutus will align with MEASC recommendations.

8. Correspondence

None

9. Other Business

a) Draft Parks and Trails Master Plan Input

- There was an open house last weekend to consider the first draft and comments were collected. During public participation at Council, several residents raised their concerns that the environment was not getting enough coverage. Committee members agreed that PTASC has done a good job on the first draft.
- There was some concern by the public regarding the suggestion that some Metchosin Parks may be sold and the funds may be used for the purchase of other, more suitable, properties or for a rainy day.
- There was discussion on the permitting of bikes on trails in Metchosin parks. The draft says trailheads should have signs permitting or denying bike use.
- There was discussion of liability responsibility for Parks and Trails volunteers in regard to injuries while working in parks.

Action Item: All members of MEASC are to submit comments to Andy MacKinnon regarding the Parks and Trails Master Plan within the next week or two.

Oil Tanker Moratorium ACT

Moved and Seconded by Andy MacKinnon and Merrilee Hoen
THAT the Mayor write a letter on behalf of Council to the provincial and federal governments in support of continuing the *Oil Tanker Moratorium Act* tanker ban protection of BC's coast from the threat of oil spills and environmental harm associated with new oil pipelines and tanker traffic.

10. Adjournment and Next Meeting Date

Moved and Seconded by Bill Cave and Erin Van De Water
THAT the Committee adjourn the meeting at 9:00 p.m.

Carried

The next meeting will be held on Tuesday January 27, 2026, at 7:00 p.m.

District of Metchosin

Minutes
Parks and Trails Advisory Select Committee Meeting
Tuesday, November 18, 2025, at 4:00 p.m.
Council Chamber
Metchosin Municipal Hall

Present: Ron Aubrey (meeting chair), Jay Shukin (Councillor Liaison), Kathy Atherton, Caroline Donahue, David Shanks (recorder)

Regrets: Karen Hoffman, Jim Nan

The meeting was called to order at 4:02 p.m.

1. Agenda, Additions and Approval

Moved by David Shanks:
THAT the Committee approve the agenda as presented.

Carried

2. Presentations

- None.

3. Public Participation

- None

4. Adoption of Minutes

a) Parks & Trails Advisory Select Committee, October 21, 2025

Moved by Kathy Atherton:
THAT the Committee approve the minutes of the Parks and Trails Advisory Select Committee meeting held on October 21, 2025.

Carried

5. Receipt of Minutes

a) Metchosin Environmental Advisory Select Committee, October 28, 2025.

- Discussion of a MEASC representative joining PTASC for their visit to the Duke Rd proposed subdivision; Jay informed Councillor Gray that PTASC had already visited.

Moved by Ron Aubrey:
THAT the Committee receive the MEASC October 28, 2025, minutes.

Carried

6. Business Arising from the Minutes

a) Trail Stewardship - Volunteers

- Desire to move Trails Stewards program forward:
  - 'Reaffirming" or restarting the past Trail Stewards Program; and
  - Desire to allow Jim Nan to continue his stewardship work on Blinkhorn Nature Park.
- Query if other Advisory Select Committees have volunteers doing physical work for District?
  - Some non-Committee examples; MISC, & Friends of the Buffer Land group

Moved by Caroline Donahue
WHEREAS PTASC has developed the concept for a Trail Stewards program and have shared this with staff and the broader concept with Council;

AND WHEREAS well-coordinated and structured volunteer involvement in our parks and trails system will benefit Metchosin;

THEREFORE, the Committee recommend that Council direct staff to firm up the requirements for a Trail Stewards program, with the program commencing as soon as possible in 2026.

Carried

b) Parks & Trails Master Plan Update

- Comments from Council:
  - Request for list of all recommendations, which could also include implementation timelines, general costings; associated actions.
  - Are there initiatives that we can act on quickly; are there some that need to be enshrined in Bylaws?
  - Public comments from the Nov 10 meeting included concerns around Metchosin Mountain subdivision and who makes decisions around potentially re-opening park areas for trails. Further discussion with area residents has been requested; and
  - Other comments received by email.
- Open House upcoming on Saturday Nov 22 from 1 to 3;
- Mapping updates still in progress;
- Trails info sheets in progress; plan to distribute to committee in next few weeks; and
- Expecting to have next draft to PTASC in January:
  - Envisioning when close to final to engage Graphic Designer to help improve final document.

7. Reports

a) Parks and Trails Coordinator

- Several downed tree reports, handled by Coordinator and staff:
- Email regarding signage update, noting that ATV was being used on trail.
  - To coordinate with CAO & request some replacement signs manufacturer from Trans Sign;
- Kathy noted 2 large, downed tree in 100 Acre Wood near Ed's Lane entrance. Addressed by Public works; and
- Kathy noted Libra trail (½ way down to Galloping Goose) has another downed tree to cleanup

- Ron noted consideration of alternative picnic table as donation, concrete rather than cedar. Presents opportunity for lower maintenance with competitive price:
    - Discussion of how this would fit with Donation policy; and
    - Noted need to identify Donation Policy & List of Existing & Approved Bench locations in Master Plan.

b) Council Liaison

- Budget process underway. None of funds allocated for P&T Master Plan update spent to date. The $20,000 for this project will be extended to 2026. No changes to trails maintenance budget ($5,000) and trails development budgets ($10,000).
- Information on potential paving plans in 2026: Tiswilde, Boblaw, and Sundance.
- Question about Active Transportation Plan priority project:
    - Provincial grant funding is paused so Happy Valley Rd. village core project is also on hold;
    - **Action:** Request update from CAO on no parking signage for locations of concern on William Head Road, between Parry Road and Happy Valley Road.

c) Chair Verbal Report

- No additional topics.

8. Correspondence

- None

9. Other Business

- None

10. Adjournment and Next Meeting Date

Moved by David Shanks:
THAT the Committee adjourn the meeting at 4:57 p.m.

Carried

The next meeting will be held on Tuesday, January 20, 2026, at 4:00 p.m.

DISTRICT OF METCHOSIN

File No. 0400-80

December 4, 2025

The Right Honourable Mark Carney, P.C., M.P., Prime Minister of Canada
Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2

The Honourable Minister Steven MacKinnon, Transport Canada
via email: TC.MinisterofTransport-MinistredesTransports.TC@tc.gc.ca

Dear Right Honourable Mark Carney and Honourable Minister Steven MacKinnon,

On behalf of Council and the District of Metchosin, I am writing to you to relay concerns regarding the transit of oil tankers off our coast and the important environmental limitations for spill response crews to respond. I also want to reconfirm our support for the North Coast Tanker Ban and convey our opposition to new pipelines and increased tanker traffic in the Salish Sea.

The District is a coastal community on Southern Vancouver Island with over 50 km of fragile coastline with direct exposure to the effects of a catastrophic spill. It is critical we protect the wild salmon, halibut, herring and shellfish and the fisheries that sustain our coastal community, the large marine mammals including orcas and resident humpback whales, kelp forests and canopies, the microenvironment and the biosphere that supports and sustains the marine ecosystem, and the cultural and economic interests of the local First Nations and local communities.

Our main concern is for the Provincial and Federal Governments to understand that any oil spill clean-up will be impossible to achieve along tanker routes in the Strait of Juan de Fuca within the Salish Sea for much of the year due to winds, waves and currents regardless of the behaviour of bitumen in controlled laboratory research.

For safety reasons, local spill response teams are not to respond to a marine oil spill if wind speeds are greater than 28 km/hour or Beaufort scale Force 4. In our oil spill response gap assessment, these conditions occur at least 40% of the time on the ocean near our shores. Thus, we are unable to affect a world-class response much of the time.

4450 Happy Valley Road, Victoria, B.C. V9C 3Z3
Administration Office (250) 474-3167 Fax 474-6298
Building Inspection Department (250) 474-3196 Fax 474-6298

For example, in 2022, high wind velocity in July would have meant no spill response for 69% of the time. In addition, wind speeds over 28 km/hr are common and can last for several consecutive days. This does not factor in the added impossibility for response vessels when tidal currents speed is considered.

For your interest, we are actively planning how best to organize an oil spill shoreline response. The District continues to work with West Coast Marine Response Corporation to identify our most sensitive shoreline sites in need of special attention in the event of a spill.

We would appreciate hearing from you about any plans to mitigate spill risks during times when wind speed or currents do not allow for an organized spill response.

I would be remiss in my duty as Mayor of a Coastal Community if I didn't mention our continued support for the 2019 Oil Tanker Moratorium Act (Bill C-48). This legislation prohibits large oil tankers carrying crude oil and certain persistent oils from positioning themselves at ports and on the sea along the BC North Coast, including Haida Gwaii, Hecate Strait, Dixon Entrance and Queen Charlotte Sound.

We thank you for your leadership in defending the North Coast Tanker Ban and we urge you to reject any proposals that would undermine the Oil Tanker Moratorium. We urge you to extend the protection of the North Coast to the South Coast of Vancouver Island where there are equally important and fragile coastal marine ecosystems. We oppose expansion of any new oil pipelines and the associated increase in tanker traffic on the South Coast. Additionally, we support prioritization of investment in renewable energy and clean technologies that create energy and jobs concomitantly protecting the coast and the climate for future generations.

We welcome your consideration and collaboration on this matter.

Yours sincerely,

MS Little, PhD

Marie-Térèse Little, PhD
Mayor

cc. The Right Honourable Mark Carney, P.C., M.P., Prime Minister of Canada
Hon. Stephanie McLean MP, Esquimalt- Saanich- Sooke
Hon. David Eby KC, M.L.A., Premier of BC
Hon. Minister Randene Neill, M.L.A., Minister of Water, Land and Resource Stewardship
Hon. Minister Adrian Dix, Minister of Energy and Climate Solutions
Hon. Minister Tim Hodgson, Minister of Energy and Natural Resources

DRAFT v3.2 January 21, 2026
Request of Council: Ask staff to review this document and prepare recommend next steps.

Opportunities for Greater Protection of Metchosin's Biodiversity and Natural Assets

Introduction

The purpose of this document is to acknowledge existing community efforts to protect Metchosin's biodiversity and natural assets, and to recommend how the District of Metchosin might further strengthen its approach to environmental protection.

Metchosin's Official Community Plan (OCP) emphasizes environmental stewardship, low-density, low-impact development, habitat conservation and sustainable land use practices. The OCP outlines strategies for maintaining the district's rural character, preserving natural features and fostering a sustainable and resilient community through community engagement.

Proposed 2026 priorities

- To protect natural assets and their associated nature-based services (e.g. flood control, aquifer recharge, temperature moderation, shoreline protection from storm surges, soil health) to secure important budget savings for the municipality

- To protect biodiversity through identification of sensitive environments, conservation corridors and buffer zones followed by the implementation of specific strategies and actions to promote long-term ecological health while supporting community and land use goals.

- To engage the community in realizing Metchosin's conservation goals

Proposed Conservation Goals:

1. Conserve Natural Ecosystems and Species: Safeguard critical habitats, ecosystems, and species to ensure their long-term survival and ongoing provision of ecosystem services
2. Integrate Biodiversity and Asset Management into Land Use and Financial Planning: Ensure that biodiversity and the preservation of ecosystem features are considered in all land use development and planning decisions, guided by a District natural assets management plan

3. Engage, Educate and Listen to the Community: Foster an informed and active community engaged in biodiversity conservation and natural asset management
4. Improve Ecological Connectivity: Enhance conservation corridors and links between natural areas to support wildlife movement
5. Restore and Revitalize Degraded Ecosystems: Implement active restoration programs for areas impacted by human activity

Community-based volunteers

- Association for the Protection of Rural Metchosin – analysis and advocacy
- Metchosin Biodiversity Project – wildlife surveys, promotion and education
- Metchosin Foundation – promotion and education, conservation corridors, covenants
- Bilston Watershed Habitat Protection Association (BWHPA) – monitoring and research, promotion and education, invasive plant removal, wetland and riparian restoration
- Metchosin Invasive Species Cooperative (MISC) – invasive plant removal
- Devonian Restoration Volunteers – invasive plant removal
- Moralea's Meadow volunteers – restoration
- Wild ARC (SPCA) – wildlife rehabilitation
- Rocky Point Bird Observatory – monitoring and research
- Habitat Acquisition Trust (HAT) – promotion and education, invasive plant removal and restoration, monitoring and research, covenants
- Friends of the Buffer Land – invasive plant removal, monitoring
- Metchosin Hall Society – monitoring and research (bat colony)

Land stewardship

- Metchosin residential property owners and farmers
- District of Metchosin – local parks and trails, beaches/shoreline
- Capital Regional District - Regional Parks
- YMCA Camp Thunderbird
- Victoria Motorcycle Club
- Boys and Girls Club?
- Department of National Defence
- William Head Institution
- BC Parks Foundation
- School District 62
- Westmont Montessori School
- Golf courses

- Pedder Bay Marina

Metchosin Advisory Select Committees

- Parks and Trails Advisory Select Committee (PTASC) – promotion and education, subdivision referrals, invasive plant removal
- Agricultural Advisory Select Committee (AASC) – promotion and education
- Metchosin Environmental Advisory Select Committee (MEASC) – policy and planning advice, subdivision referrals
- Healthy Communities Advisory Select (HCASC) – promotion and education

RECOMMENDATIONS:

Planning and Regulation

1. The District should prepare and maintain an inventory of Metchosin's Sensitive Environments (OCP 2.3.9) working with the BC Conservation Data Centre and the CRD
2. This Sensitive Environments inventory should inform the enactment of new Environmental Development Permit Area (EDPA) policies and designations
3. The District should map out a Green Infrastructure Network (incl. watercourses, the shoreline, connectivity corridors, the tree canopy, etc.) and take measures to protect these network natural assets by:
    - Updating Metchosin's Tree Cutting Bylaw
    - Strengthening local riparian area protections through education, bylaw revisions and clear enforcement measures
    - Registration of eligible protected lands and parks in the BC Conservation Areas Database
    - Designation of the Buffer Lands as a park under the Community Charter and registration of a Sec. 219 conservation covenant in partnership with a community non-profit
    - Establishing a new conservation park zone (P4) in Metchosin's Land Use Bylaw and apply this new zoning, as appropriate
    - Require clustered development for subdivision approval, where appropriate
    - Use of EDPA policies and designations
    - Updated Zoning Bylaw, as appropriate
4. The District should apply for No Registration Reserve status for our parks, identified sensitive ecosystems and network natural assets under Sec. 22 of the Mineral Tenure Act to prohibit mining claims in these areas

5. The District should support the 30% by 2030 national conservation targets

Tax Policy

4. The District should include ‘protection of forest canopy’ when considering eligibility for permissive tax exemptions with community non-profits with significant land holdings
5. The District should explore the use of tax incentives in support of Sec. 219 covenants on other private properties that provide ecosystem services to the District (e.g. flood control)

Administration

6. The District should maintain an inventory of natural assets and report annually on their status
7. The District should partner with and support conservation organizations dedicated to education and local, high-priority conservation and restoration projects
8. The District should enable volunteer invasive species control and habitat restoration efforts on District parks and properties
9. The District should continue membership with the Capital Region Invasive Species Partnership (CRISP)
10. The District should implement the Metchosin Area Agricultural Plan and ongoing protection of Metchosin’s agricultural land base and Agricultural Land Reserve (ALR) lands

DISTRICT OF METCHOSIN

SUBJECT:	**COUNCIL** **Terms of Reference** **Environmental Advisory Select Committee (MEASC)**	**SECTION:**	**C-100**
		POLICY:	**C-100.72**
		COUNCIL:	**May 16, 2005**
		AMENDS:	

PURPOSE OF THE COMMITTEE

MEASC's role is to consider environmental 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 MEASC, preference will be given to applicants having familiarity in some facet of environmental knowledge, including but not limited to: terrestrial, marine or freshwater biology, botany, hydrology, forestry, environmental restoration, environmental law, geology.

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 on the evening of the fourth Tuesday 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.

FUNCTIONS AND ROLES

The Committee

1. Provide expert environmental advice and make analytical capacity available to District of Metchosin Council and staff, as requested.
2. Comment and make recommendations on matters that are referred to MEASC by Council or staff.
3. Inform Council about general and specific environmental issues affecting the District.
4. Recommend to Council and staff procedures and processes to effectively promote and protect the District's environmental resources.
5. Maintain current knowledge of the Official Community Plan and other applicable or related bylaws, and make recommendations accordingly, when requested.
6. Develop appropriate tools to expedite assessments, enable effective retrospective project analysis, and monitor MEASC performance.
7. Identify emerging environmental trends or issues within the District, and bring these to Council's attention, through the minutes of the committee, in order to seek authorization for further investigation.
8. Coordinate, when required, with other select committees.

SUBJECT:	**COUNCIL** **Terms of Reference** **Environmental Advisory Select Committee (MEASC)**	**SECTION:**	**C-100**
		POLICY:	**C-100.72**
		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.

POLICY MANUAL

POLICY TITLE: District of Metchosin Respectful Workplace Policy	**POLICY #: A-100.40**
AUTHORITY: Administrative	**EFFECTIVE DATE:** March 20, 2023
ISSUED BY: Chief Administrative Officer	**REVIEW SCHEDULE:** 2 years
	APPROVED BY: Council
DATE ISSUED: March 8, 2023	**DATE APPROVED:** March 20, 2023 **DATE AMENDED:** July 15, 2024

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 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, and volunteers are trained or advised 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; 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 excludes Metchosin Fire Department volunteers and Emergency Program volunteers. The policy prohibits any forms of bullying and harassing, or discriminatory conduct or communication (verbal, non-verbal, electronic, or written etc.) 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

Advisory Body means an Advisory Select Committee, Task Force, Board, Commission or other Body established or appointed by Council.

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, or student 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 and 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;

Volunteer includes members of a District Advisory Select Committee, Task Force, Commission, Board, or other Body established or appointed by Council.

Workplace includes any location where an Employee, Council Member, contractor or volunteer 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 the Chief Administrative Officer CAO), 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, contractors and volunteers 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, **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 the CAO if they are uncertain about any aspect of this policy.

7.0 ANNUAL REVIEW AND TRAINING

All Employees, supervisors and managers, and Council Members must complete meaningful and interactive training on this policy at the commencement of employment, or their term of office 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, and Council Members must confirm their understanding and agreement to comply with this policy by executing the Respectful Workplace Policy Declaration (see Appendix B).

The District will provide training on this policy every two years. Training is mandatory for all Employees, supervisors and managers and Council Members. Training is optional for volunteers.

All Employees, supervisors and managers, Council Members, and volunteers will review this policy annually.

Volunteers will be provided with this policy upon Appointment by Council to a District Advisory Body.

Contractors conducting business with the District will be provided with this policy, which shall form part of the contract between the District and the contractor.

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 Complainant should report their concerns to the CAO, 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 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.

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 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.

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 shall commence within two (2) weeks of thefiling 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);
- removal from an Advisory Select Committee, Task Force, Commission, Board or other Body;
- termination of a contract; and,
- 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 in determining 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 (e.g., 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. In this case, here 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) or severing of Agreements or Appointments.

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) or severing of Agreements or Appointments.

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

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 or Employee, (print)	Council Member or Employee, (signature)
Title	Date

2026 AGM & CONVENTION

RESOLUTIONS NOTICE
REQUEST FOR SUBMISSIONS

The AVICC Executive is calling for resolutions to be considered at the 2026 AGM and Convention that, subject to public health order restrictions, will be held in Victoria at the Victoria Conference Centre as an in-person event from **April 24-26, 2026**. Members are asked to submit resolutions that meet the requirements outlined in the following pages.

DEADLINE FOR RESOLUTIONS:

AVICC must receive all resolutions by: **4:30 pm, Thursday, February 12, 2026**

IMPORTANT SUBMISSION REQUIREMENTS

To submit a resolution to the AVICC for consideration please send a copy of the resolution as a **WORD DOCUMENT** by email to info@avicc.ca by the deadline. AVICC staff will confirm receipt of the submission via email. If confirmation is not received within 3 business days, the resolution sponsor should follow up by phone at 236-237-1202. A mailed hard copy of the resolution is no longer required.

AVICC's goal is to have resolutions that can be clearly understood and that have specific actions. If a resolution is endorsed, its "therefore clause" will form the basis for advocacy work with other levels of government and agencies. Detailed guidelines for preparing a resolution follow, but the basic requirements are:

- Resolutions are only accepted from AVICC member local governments and First Nations and must have been endorsed by the Board or Council of that member.
- **Each member may submit a maximum of three (3) resolutions (updated August 2025).**
- Members are responsible for submitting accurate resolutions. AVICC recommends that local government staff assist in drafting the resolutions, in checking the accuracy of legislative references, and be able to answer questions from AVICC & UBCM about each resolution. If necessary, please contact AVICC staff for assistance in drafting the resolution.
- Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a **single** resolution. Each resolution submitted must have a separate backgrounder; do not combine backgrounders into a single document. The backgrounder may include links to other information sources and reports.
- Sponsors should be prepared to speak to their resolutions at the Convention. **Each sponsor will be given 2 minutes to introduce their resolution (updated August 2025)**
- Resolutions must be relevant to other local governments within AVICC rather than specific to a single member government.
- The resolution must have at least one "whereas" clause and **should not contain more than two "whereas" clauses**. Each whereas clause must have only one sentence.

LATE AND OFF THE FLOOR RESOLUTIONS

- A resolution submitted after the regular deadline is treated as a "Late Resolution". The Resolutions Committee **only** recommends Late Resolutions for debate if the topic was not known prior to the regular deadline date, or if it is emergency in nature.

- Late Resolutions must be received by AVICC by **noon on Wednesday, April 22nd, 2026.**

- Late Resolutions are not included in the Resolutions Package sent out to members before the Convention. They are included in the Report on Late Resolutions that is distributed on-site.

- Off the Floor Resolutions are considered after all resolutions in the Resolutions Book and all Late Resolutions have been considered. Off the Floor Resolutions must be submitted in writing to the Chair of the Resolutions Session as soon as practicable, and copies must be made available to all delegates no later than 9:00 am on Sunday morning. Contact AVICC staff for more information about how to organize an Off the Floor Resolution for consideration.

- The full Convention Rules, including detailed information about the process for Late and Off the Floor Resolutions, will be published and distributed to members in advance of the Convention.

AVICC RESOLUTIONS PROCEDURES

UBCM urges members to submit resolutions to their Area Association for consideration. Resolutions endorsed at the AVICC annual meeting, except those that are considered to be regional in nature by UBCM, are submitted automatically to UBCM for consideration.

A resolution deemed by UBCM to be specific to the AVICC region is considered a Regional Resolution and if endorsed, it will not be automatically submitted to UBCM for consideration at the UBCM annual meeting, and instead will remain with AVICC, where it may be actioned.

UBCM has observed that submitting resolutions first to an Area Association results in better quality resolutions overall. Local governments may submit Council- or Board-endorsed resolutions directly to UBCM prior to **June 15th, 2025**. Detailed instructions are available on the UBCM website.

AVICC RESOLUTIONS PROCESS

1. Members submit resolutions to AVICC for debate. All resolutions submitted to AVICC are forwarded to UBCM staff for analysis, comment, and recommendations.

2. For some resolutions which focus on issues specific to the AVICC region, UBCM will indicate that they are considered a Regional Resolution and that it won't be admitted to UBCM for debate should it be endorsed. AVICC will work with local governments to address issues identified by UBCM staff to ensure the resolution reflects the intention of the local government.

3. The AVICC Resolutions Committee reviews and finalizes the recommendations, and the Resolutions Book is published and sent to members in advance of the annual meeting.

4. AVICC conveys any Regional Resolutions endorsed at their annual meeting to the appropriate level of government, or takes other action as determined by the AVICC Executive. AVICC will forward any response to the regional resolution sponsor.

5. AVICC submits all other resolutions endorsed at its Convention to UBCM.

6. The UBCM Resolutions Committee reviews the resolutions for submission to its Convention. Please note that the UBCM Bylaws were updated at the 2025 UBCM Convention as included as **Appendix A** with this document.

7. Resolutions endorsed at the UBCM Convention are submitted by UBCM to the appropriate level of government for response.

8. UBCM will forward the response to the resolution sponsor for review.

UBCM BYLAW & RESOLUTIONS PROCESS UPDATE

At their 2025 UBCM Convention, members endorsed ***ER1: Extraordinary Resolution to Amend the UBCM Bylaws to Streamline the Resolutions Process.*** The changes to UBCM's Bylaws will impact how resolutions endorsed at AVICC are considered after they are sent to the UBCM Resolutions Committee. Please note the following changes to the UBCM Bylaws *[15.(c)]*:

- The Resolutions Committee **shall determine which Annual Resolutions will be included for consideration by the membership at Convention;**

- **Any Annual Resolution that falls under one or more of the following criteria, as determined by the Resolutions Committee, will be excluded from consideration by the membership at Convention:**
    - **Resolution is existing UBCM policy (as set by the membership endorsing or not endorsing a previous resolution or policy paper);**
    - **Resolution is outside of the scope of BC local governments and member First Nations;**
    - **Resolution is within the scope of BC local governments and member First Nations, but does not meet UBCM criteria for format or clarity; or**
    - **Resolution is regional in focus.**

ER1 in its entirety and the rationale provided by the UBCM Executive has been included as **Appendix A** with this document.

The AVICC Executive is currently evaluating our own resolutions process. The 2026 Convention Rules & Procedures for handling Resolutions, including detailed information about the process for Late and Off the Floor Resolutions, will be published and distributed to members in advance of the Convention.

AVICC & UBCM RESOLUTIONS GUIDELINES

The Construction of a Resolution:

All resolutions contain a preamble – the whereas clause(s) – and an enactment clause. The preamble describes ***the issue*** and the enactment clause outlines ***the action*** *being* requested of AVICC and/or UBCM. A resolution should answer the following three questions:

a) **What is the problem?**
b) **What is causing the problem?**
c) **What is the best way to solve the problem?**

Preamble:

The preamble begins with "WHEREAS" and is a concise sentence about the nature of the problem or the reason for the request. It answers questions (a) and (b) above, stating the problem and its cause, and should explain, clearly and briefly, the reasons for the resolution.

The preamble should contain **no more than two "WHEREAS" clauses**. Supporting background documents can describe the problem more fully if necessary. **Do not add extra clauses.**

There should be only one sentence per WHEREAS clause.

Enactment Clause:

The enactment clause begins with the phrase "Therefore be it resolved" and is a concise sentence that answers question (c) above, suggesting the best way to solve the problem. **The enactment should propose a specific action by AVICC and/or UBCM.**

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action. Consider whether the resolution relates to all local governments, or is specific to municipalities, regional districts and/or First Nations, and use the appropriate language.

HOW TO DRAFT A RESOLUTION

1. Address one specific subject in the text of the resolution.

Because your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. If there are multiple topics in a resolution, the resolution may be sent back to the sponsor to rework and resubmit.

2. For resolutions to be debated at UBCM, focus on issues that are province-wide.

The issue identified in the resolution should be relevant to other local governments across BC. This will support productive debate and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC local governments. Local governments are welcome to submit resolutions that address issues specific to the AVICC region. A resolution that addresses a topic specific to the AVICC region may not be entered for debate during the UBCM Convention but may be actioned by the AVICC Executive if endorsed.

3. Use simple, action-oriented language.

Explain the background briefly and state the desired action clearly. Delegates can then debate the resolution. Resolutions that are unclear or that address multiple topics may end up with amendments at the Convention.

4. Check legislative references for accuracy.

Research the legislation on the subject so the resolution is accurate. Where necessary, identify:

- the correct jurisdictional responsibility (responsible ministry or department, and whether provincial or federal government); and
- the correct legislation, including the title of the Act or regulation.

5. Provide factual background information.

Even a carefully written resolution may not be able to convey the full scope of the problem or the action being requested. Provide factual background information to ensure that the intent of the resolution is fully understood for the purpose of debate and UBCM (or AVICC for Regional Resolutions) can advocate effectively with other levels of government and agencies.

Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a single resolution. Do not submit a single backgrounder relating to multiple resolutions. The backgrounder may include links to other information sources and reports.

Resolutions submitted without background information **will not be considered** until the sponsor has provided adequate background information. This could result in the resolution being returned and having to be resubmitted.

6. Construct a brief, descriptive title.

A title identifies the intent of the resolution. It is usually drawn from the "enactment clause" of the resolution. For ease of printing in the Annual Report and Resolutions Book and for clarity, a title should be no more than three or four words.

TEMPLATE FOR A RESOLUTION

Whereas << *this is the area to include an issue statement that outlines the nature of the problem or the reason for the request* >> ;

And whereas << *if more information is useful to answer the questions - what is the problem? what is causing the problem?*>> :

Therefore be it resolved that **AVICC and/or UBCM** << *specify here the* ***action(s)*** *that AVICC* ***and/or*** *UBCM are being asked to take on, and what government agency the associations should be contacting to solve the problem identified in the whereas clauses. For regional resolutions, only AVICC may take action, and for all other resolutions, AVICC and UBCM may take action* >>

- **If absolutely necessary,** there can be a second enactment clause (the "therefore" clause that specifies the action requested) with the following format:

And be it further resolved that **AVICC and/or UBCM** << *specify any additional specific actions needed to address the problem identified in the whereas clauses* >>

Section ER

ER1 Extraordinary Resolution to Amend the UBCM Bylaws to Streamline the Resolutions Process — UBCM Executive

Whereas the large number of resolutions submitted by UBCM members—more than 200 annually— results in a wide range of policy positions, rendering it challenging for UBCM to focus its advocacy efforts;

And whereas a reduction in the number and breadth of policy positions adopted annually by the membership would enable UBCM to advocate more effectively, by focusing time and resources on issues with significant province-wide impact on local governments and member First Nations:

Therefore be it resolved that Section 15(c) of the UBCM Bylaws be amended by adding the text in bold type as follows, to enable the Resolutions Committee to apply filters to determine which resolutions may be included for consideration by the membership at Convention:

15. COMMITTEES (Other than Nominating Committee):

(c) The Resolutions Committee:

- shall examine all Annual Resolutions regularly submitted to the Convention;
- **shall determine which Annual Resolutions will be included for consideration by the membership at Convention;**
- shall recommend in favour of or against the Annual Resolutions respectively;
- may correlate Annual Resolutions; and
- may recommend amendments.

Any Annual Resolution may be referred by the Convention to the Resolutions Committee either alone or with new resolutions for study and report to the Convention.

Any Annual Resolution that falls under one or more of the following criteria, as determined by the Resolutions Committee, will be excluded from consideration by the membership at Convention:

- **Resolution is existing UBCM policy (as set by the membership endorsing or not endorsing a previous resolution or policy paper);**
- **Resolution is outside of the scope of BC local governments and member First Nations;**
- **Resolution is within the scope of BC local governments and member First Nations, but does not meet UBCM criteria for format or clarity; or**
- **Resolution is regional in focus.**

UBCM Resolutions Committee Recommendation: ***Endorse***

UBCM Resolutions Committee Comments:

The Resolutions Committee is seeking membership approval of this Extraordinary Resolution to reduce the volume of resolutions received and considered each year and improve the quality of resolutions considered.

Lens #1 - Resolutions that reaffirm existing policy

The Committee proposes that any resolution that aligns with resolutions already endorsed or not endorsed by the membership should be received rather than put forward for further consideration by the membership. The current intent of the Resolutions Committee is that a 5 year window would be adopted to establish existing policy under this lens.

Lens #2 - Resolutions outside of local government scope

The Committee suggests that limiting resolutions for consideration to those that directly relate to local government service delivery will strengthen the efficacy and credibility of UBCM's advocacy.

Lens #3 - Resolutions that are unclear or poorly formatted

UBCM staff and the Resolutions Committee currently expend considerable time working with the sponsors to help them to clarify and format their resolutions. Removing this function will encourage those drafting resolutions to meet established standards for clarity and better resolutions.

Lens #4 - Resolutions that are regional in focus

Resolutions for consideration at UBCM should have a province-wide focus. Resolutions that are regional in focus should be considered and acted upon by Area Associations.

The Committee proposes to include all resolutions captured by one or more of the lenses in an appendix of the Resolutions Book. While these resolutions are being published for transparency, these resolutions are not to be considered and are not available to be brought forward for consideration via a motion to vary the agenda.

The Committee would point out that section 14(d) of the UBCM Bylaws grants the UBCM Executive authority to bring forward to Convention a resolution on any matter at any time. This authority of the UBCM Executive enables UBCM to respond quickly to a changing policy or legislative environment, bringing forward issues or concerns that may fall within existing UBCM policy, but require immediate consideration.

Members are encouraged to read the accompanying backgrounder found in the Appendix of this Resolutions Book to learn more about the proposed Extraordinary Resolution.

Conference decision: Endorsed

2026 AGM & CONVENTION

TEMPLATE FOR A RESOLUTION

AVICC must receive all resolutions by: **4:30 pm, Thursday, February 12, 2026**. To submit a resolution to the AVICC for consideration please send a copy of the resolution as a **word document** by email to info@avicc.ca by the deadline. AVICC staff will confirm receipt of the submission via email. If confirmation is not received within 3 business days, the resolution sponsor should follow up by phone at 236-237-1202.

TEMPLATE FOR A RESOLUTION

Whereas << *this is the area to include an issue statement that outlines the nature of the problem or the reason for the request* >> ;

And whereas << *if more information is useful to answer the questions - what is the problem? what is causing the problem?*>> :

Therefore be it resolved that **AVICC and/or UBCM** << *specify here the **action(s)** that AVICC **and/or** UBCM are being asked to take on, and what government agency the associations should be contacting to solve the problem identified in the whereas clauses. For regional resolutions, only AVICC may take action, and for all other resolutions, AVICC and UBCM may take action* >>

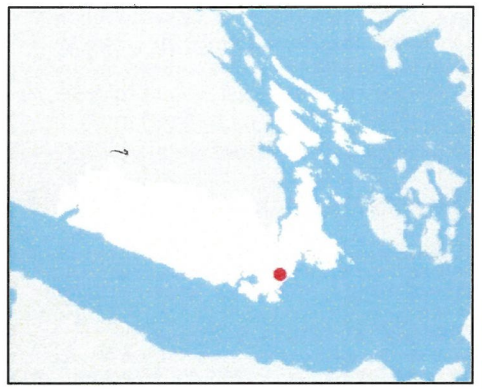
- **If absolutely necessary,** there can be a second enactment clause (the "therefore" clause that specifies the action requested) with the following format:

And be it further resolved that **AVICC and/or UBCM** << *specify any additional specific actions needed to address the problem identified in the whereas clauses* >>

Making a difference...together

Map Title





Legend

GLEN FOREST 315 m
CULVERTS
① 16" METAL 5' DEEP.
② 3' METAL. 10'-16' LINE? DEEP.
③ 14" CONC. 2'-8'
VISUAL INSPECTION

Notes

127.0 0 63.5 127.0 Meters

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© Capital Regional District

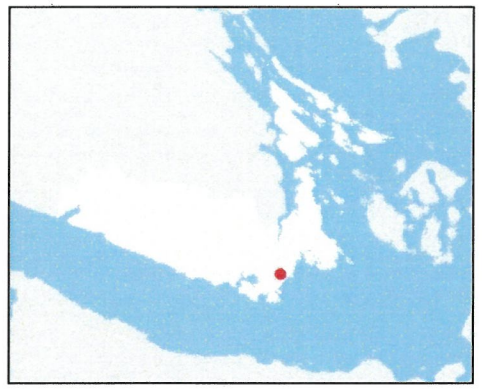
Important: This map is for general information purposes only. The Capital Regional District (CRD) makes no representations or warranties regarding the accuracy or completeness of this map or the suitability of the map for any purpose. This map is not for navigation The CRD will not be liable for any damage, loss or injury resulting from the use of the map or information on the map and the map may be changed by the CRD at any time.

Making a difference...together

Map Title



1: 1,000



Legend

ROCKY GLEN 138

Notes

50.8 0 25.4 50.8 Meters

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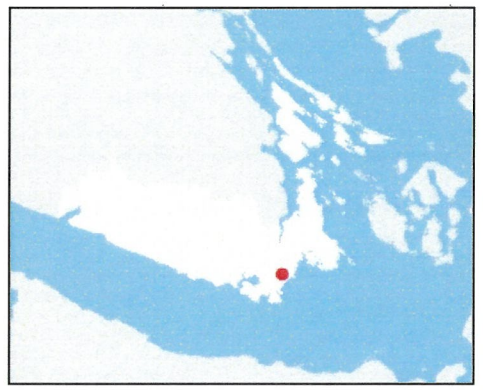
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Making a difference...together

Map Title





Legend

SUNDANCE
(GLEN FOREST to
852 PEARS)
592 m
D2' CONC.
VISUAL REQUIRED
@ 16 METAL. 8' DEEP.

Notes

127.0 0 63.5 127.0 Meters

NAD_1983_UTM_Zone_10N

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Map Title





Legend

TISWILDE 407m
Ø12" METAL

Notes

127.0 0 63.5 127.0 Meters

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