



**DISTRICT OF METCHOSIN**

**AGENDA**

**HEALTHY COMMUNITY ADVISORY SELECT COMMITTEE MEETING**

**Wednesday, June 20, 2023 at 4:30 pm**  
**COUNCIL CHAMBERS, MUNICIPAL HALL**

---

- 1. Agenda, Additions, Approval**
- 2. Introductions**
- 3. Public Participation**
- 4. Adoption of Minutes**
  - a) Healthy Communities Advisory Select Committee, May 24, 2023 ..... 1
- 5. Receipt of Minutes**
- 6. Business Arising from the Minutes**
  - a) Incorporating Heritage matters into Committee Terms of Reference
  - b) Discussion on ideas and priorities
- 7. New Business**
  - a) Regular Meeting Schedule for HCAC meetings
  - b) Subcommittees..... 3  
(please refer to Part 5 (j) *Advisory Select Committee Bylaw No 493*)
- 8. Correspondence**
- 9. Adjournment and Next Meeting Date**



District of Metchosin

Minutes

**Healthy Community Advisory Select Committee Meeting  
Wednesday, May 24, 2023 at 7:00 P.M.  
Council Chamber, Municipal Hall**

---

**Present:** Jane Hammond, Shari Rourke, Ted White, Sarah Anthony, Councillor Sharie Epp.

**Regrets:** Chris Pratt, Peter Havers, Shannon Carmen

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

**1. Annual Election of Committee Chair**

(Sharie/Sarah) Shari Rourke elected as Chair.

**2. Agenda, Additions and Approval**

The addition of 8. d) to set dates for regular monthly meetings.

**3. Public Participation**

Tamara Ballard, resident, spoke to say she's happy the committee is back.

**4. Adoption of Minutes**

**Moved and Seconded** by Jane and Sharie that the Committee approve the minutes of the Healthy Community Advisory Select Committee meeting held on December 1, 2021

**Carried**

**5. Business Arising from the Minutes**

- a) The municipal directional sign was constructed and installed.
- b) The Village Square plan is on hold.
- c) Sharie provided an update on Metchosin School and the grant.

**6. New Business**

**a) Discussion and Priorities**

Various ideas and initiatives were discussed by the group, including:

- Health and wellness workshops
- Meaning of function and roles
- Setting goals, creating contacts
- Become informed about groups in the community
- What determines a healthy community

- Look at service providers at the government level
- Create links with Hans Helgesen, Westmont, Royal Bay schools
- Examine a safety component with the RCMP
- Have a forum or a round table
- Form subcommittees focusing on housing and youth
- A talent show was successful in the past
- Interact with Pearson College
- Get teeth into something productive immediately'
- Be creative, but set achievable goals
- investigate the Mental Health First Aid Certificate
- Consider general health and socio-economic issues
- Discuss events such as drop-in health clinics and tool share
- Collaborate with groups in the community
- Consider encouraging a theatre group, family events
- Help seniors in need

**7. Adjournment and Next Meeting Date**

The next meeting will be held on June 20, 2023 at 7:00 p.m.

DISTRICT OF METCHOSIN

BYLAW NO. 493

**A Bylaw for the Establishment and Administration of Advisory Select Committees**

---

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 1<sup>st</sup> 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 Metchosis.

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