



DISTRICT OF METCHOSIN

AGENDA

HEALTHY COMMUNITY ADVISORY SELECT COMMITTEE MEETING

February 25, 2025 at 4:30 p.m.
Council Chambers
Metchosin Municipal Hall

1. **Agenda, Additions, Approval**
2. **Presentations**
3. **Public Participation**
4. **Adoption of Minutes**
 - a) Healthy Communities Advisory Select Committee, January 28, 2025 1
5. **Receipt of Minutes**
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6. **Business Arising from the Minutes**
7. **Reports**
 - a) Council Liaison
 - b) Fire Chief
 - c) Seniors Information Resource Centre (SIRC) Liaison
 - d) Poverty Reduction Subcommittee
 - e) Health and Safety Subcommittee
8. **Correspondence**
9. **Other Business**
 - a) Election of Chair and Vice Chair
 - b) Bylaw and Policy Material for Annual Review
 - i. District of Metchosin Respectful Workplace Policy # A-100.40 13
 - ii. District of Metchosin *Advisory Select Committee Bylaw No. 493*29
 - iii. Healthy Community Advisory Select Committee (HCASC) Terms of Reference, Policy C-100.76.....33
 - iv. District of Metchosin *Council Procedure Bylaw No. 507*.....35
10. **Adjournment and Next Meeting Date**

District of Metchosin

Minutes

Healthy Community Advisory Select Committee Meeting

January 28, 2025 at 4:30 p.m.

Council Chamber

Metchosin Municipal Hall

Present: Sarah Anthony (Chair), Councillor Sharie Epp (Council Liaison), Shari Rourke (via telephone), Jim Macpherson, Kathleen Sutherland, Barret Fullerton, Shannon Carman

Regrets: Peter Havers, Chris Pratt, Stephanie Dunlop, Fire Chief

The meeting was called to order at 4:34 p.m.

1. Agenda, Additions and Approval

Moved and Seconded by Councillor Epp and Kathleen S. that the Committee approve the agenda.

Carried

2. Presentations

None.

3. Public Participation

None.

4. Adoption of Minutes

a) Healthy Communities Advisory Select Committee, November 26, 2024

Moved and Seconded by Councillor Epp and Jim M. that the Committee approve the minutes of the Healthy Community Advisory Select Committee meeting held on November 26, 2024.

Carried

5. Receipt of Minutes

a) Public Works and Protective Services Committee, December 29, 2024

Moved and Seconded by Councillor Epp and Shannon C. that the Committee approve the minutes of the Public Works and Protective Services Committee meeting held on December 29, 2024.

Carried

b) Committee of the Whole, January 13, 2025

Moved and Seconded by Shannon C. And Jim M. that the Committee approve the minutes of the Committee of the Whole meeting held on January 13, 2025.

6. Business Arising from the Minutes

None.

7. Reports

a) Council Liaison

A Metchosin resident has been appointed for the Capital West Accessibility Advisory Committee. Councillor Epp suggests we invite her to attend the next committee meeting to talk about that process and how liaising with us will work. The new Terms of Reference are still being discussed. The Chief Administrative Officer will bring the Metchosin Village Square project to Council in March for approval to move forward. In early March there will be a Budget Open House for residents to ask questions, which will be advertised in the Muse, Facebook, etc. Chief Dunlop took a signage company to look around the Old School to get improved signage. Westshore Parks and Recreation's classes at the Old School have done well with many attending.

b) Fire Chief

None.

c) Seniors Information Resource Centre (SIRC) Liaison

- December 10th Memory and Aging with Debra Swain, 15 attended
- December 18th Holiday Light Tour, 24 attended
- Wellness Wednesday, 12 Better at Home clients, four volunteers, and two guests
- January - as reported by Sharie in the Committee of the Whole Meeting, January 13th
 - January 9th ICBC Driving Safety Presentation - 11 - an overview of the impact that aging has on driving
 - January 16th Caregivers Support Group, 15-17
 - January 22nd Service Canada/CRA Presentation, 17, disability tax credit, caregivers' credit, home renovation credits, renter's tax credit, scam awareness, dental care plan, CPP, OAS, GIS, etc.
 - January 29th Ears to You Mobile Hearing Testing, full with five people
 - January 31st Baha'is Friday Social at MCH - usually around 12
- February 8th Soroptimist Luncheon at the Church of the Advent - six from Metchosin Pearson Student Home Visits, one scheduled for February 7th, will visit and provide some help in the yard, three more requested visits with dates to be determined.
- Fitness Program is very popular with the seniors, Essentrics 25 and Functional Fitness 14
- In the planning - a visit to the Men's Shed in Langford, they have reached out to both the Muse team and SIRC - Brian Domney, Barrett Fullerton, and one other to arrange a time to visit and discuss how they may be of service
- AGM March 13th Potential Guest Speaker from Juan de Fuca Rec to speak on fitness for seniors
- Soup Kitchen - made two soups on January 7th - turkey and curry lentil, Soup Social scheduled for March 1st at the MCH

d) Poverty Reduction Subcommittee

Discussion around the Draft Poverty Reduction Grant Report, pertaining to format, clarity of purpose, the template used, and other comments. Sarah A. will be taking these comments back to the contractors to incorporate.

e) Health and Safety Subcommittee

Nothing to report.

8. Correspondence

None.

9. Other Business

None.

10. Adjournment and Next Meeting Date

Adjourned at 5:47 p.m. Next meeting will be Tuesday, February 25 at 4:30 p.m.

District of Metchosin

Minutes

**Committee of the Whole Meeting
February 10, 2025 at 7:00 p.m.**

Council Chamber
Metchosin Municipal Hall

PLEASE NOTE: The meeting has been recorded

Present: Councillor Epp in the Chair, Mayor Little, Councillors Donaldson, Gray, and Shukin. Also present was Bob Payette, Chief Administrative Officer, and Jennifer Miller, Legislative Services Assistant

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

1. Agenda, Additions and Approval

Moved and Seconded by Mayor Little and Councillor Shukin that the Committee of the Whole agenda be approved as amended with the addition of the following correspondence as supplemental information:

- Alison LeDuc, Environmental Advisory Select Committee Recommendations, November 26, 2024 and January 28, 2025, Local Government Riparian Regulations

Carried

2. Public Participation

Barb Sawatsky, resident, expressed concerns regarding the state of the Weir Beach access and stair structure, safety and stability, staff oversight, professional assessments, and rebuilding costs.

Leonor Davidson, resident, advised that the Westshore Quilters' Guild is having a quilt show at the Juan de Fuca Recreation Centre April 3-5, 2025.

Brent Donaldson, resident, provided a snapshot of development permit areas and voiced concerns regarding the proposed Green Bylaws Toolkit and potential impacts to property owners such as property depreciation and land use limitations.

3. Adoption of the Minutes

Moved and Seconded by Councillor Donaldson and Mayor Little that the minutes of the Committee of the Whole meeting held on January 13, 2025 be adopted.

Carried

4. Receipt of Minutes

Moved and Seconded by Councillors Shukin and Gray that the Committee of the Whole receive the minutes of the following meetings:

- Parks & Trails Advisory Select Committee Meeting, January 21, 2025
- Healthy Community Advisory Select Committee Meeting, January 28, 2025
- Environmental Advisory Select Committee Meetings, January 28, 2025

Carried

5. **Business Arising**

a) **Metchosin Environmental Advisory Select Committee (MEASC) Recommendations, November 26, 2024 and January 28, 2025 Meetings**

Invasive Himalayan Blackberry (HBB) Regional Management

Councillor Gray provided an overview of the MEASC recommendation regarding Invasive Himalayan Blackberry (HBB) Regional Management.

Committee discussion:

- Staff pesticide use training and certification
- Staff time and daily workload
- Invasive species management
- Metchosin Invasive Species Cooperative (MISC)
- Capital Regional Invasive Species Partnership (CRISP) jurisdiction and membership
- CRISP meeting frequency and platform
- Budget and priorities
- Community input
- Staff role in invasive species removal
- District Operations
- Regional Best Management Practices
- MEASC's Role and Terms of Reference
- Capital Region Priority List and Control Categories

Moved and Seconded by Councillors Gray and Shukin that the Committee of the Whole recommend that Council follow regional best management practices for invasive species on a species-by-species basis.

Moved and Seconded by Councillors Gray and Shukin to amend the motion by replacing “follow” with “support”.

The main motion as amended was adopted, with the final wording being as follows:

Moved and Seconded by Councillors Gray and Shukin that the Committee of the Whole recommend that Council support regional best management practices for invasive species on a species-by-species basis.

Carried

Moved and Seconded by Councillors Gray and Shukin that the Committee of the Whole recommend that Council direct the Chief Administrative Officer assign a Public Works staff member to be a Metchosin representative on the Capital Regional Invasive Species Partnership (CRISP), alongside (for now, at least) Councillor Gray.

Carried

Mayor Little and Councillor Donaldson opposed the motion

It was suggested that staff could assess and report back on a Public Works staff member being a Metchosin representative on CRISP and that this item could be reevaluated as needed.

Moved and Seconded by Councillors Gray and Shukin that the Committee of the Whole recommend that Council ask MEASC to advise the District on invasive best management practices and pesticide use as issues arise.

Carried

Moved and Seconded by Councillors Gray and Donaldson that the Committee of the Whole recommend to Council that efforts to control Himalayan Blackberry should be a low priority for Metchoshin, and should focus on control, not eradication, as per the Capital Regional Invasive Species Partnership (CRISP) rankings.

Carried

Mayor Little and Councillor Shukin opposed the motion

Local Government Riparian Regulations

Councillor Gray provided an overview of the MEASC recommendation regarding Local Government Riparian Regulations.

Committee discussion:

- Riparian Areas Protection Regulation (RAPR)
- Complexity, workload, and process to apply Local Government Riparian Area Regulations in Metchoshin
- Council's priorities
- Green Bylaws Toolkit for Protecting and Enhancing the Natural Environment and Green Infrastructure
- Protecting biodiversity and water courses
- Official Community Plan
- Zoning and land use regulations
- Impact to property owners and consultation
- Staff time and resources
- Streamside Protection and Enhancement Area (SPEA)
- Mapping
- Policy creation

Moved and Seconded by Councillors Gray and Shukin that the Committee of the Whole recommend to Council that staff investigate applying Local Government Riparian Area Regulations in Metchoshin, enacted through Environmental Development Permit Areas plus zoning.

Carried

Mayor Little and Councillor Donaldson opposed the motion

6. Reports

6.1 Community Planning

6.1.1 Staff Report, Request for Development Variance Permit, 4764 Cardsview Terrace

Councillor Shukin provided an overview of the Staff Report regarding a request for Development Variance Permit, 4764 Cardsview Terrace.

Moved and Seconded by Councillors Shukin and Donaldson that the Committee of the Whole direct staff to provide notice to landowners within 60m of the subject property informing them of the development variance permit application, its purpose, and the March 3, 2025 meeting date when a resolution regarding issuance of the following variance for the property at 4764 Cardsview Terrace will be considered:

to consider varying section 58(6)(a) of Metchosin Land Use Bylaw No. 259 to reduce the 7.5 m front yard setback to allow a proposed accessory building to be 6.3 m at the right corner of the building and 6.9 m at the left corner of the building (on the house side);

And That the Committee of the Whole direct staff to schedule a site visit of the property 4764 Cardsview Terrace as soon as possible.

Carried

6.1.2 Councillor's Update

Councillor Shukin reported on the following items:

- Report on key matters related to the School
 - A draft report has been developed regarding vision, revenue expectations, renting versus leasing, and bookings.
 - Looking to present at the March Committee of the Whole meeting.
- Recruitment for Parks & Trails Advisory Select Committee (PTASC) members and Trails Coordinator
 - Both PTASC and the Healthy Community Advisory Select Committee are recruiting new members.
 - PTASC is also recruiting a new Trails Coordinator.
- Trail Stewards Program
 - PTASC would like to look at re-launching a volunteer program that was previously in place where local residents take up the role of being they eyes and ears around local trails to watch for situations that could impact park users and liaise with staff via the Trail Coordinator to address issues.
 - To be discussed with the Chief Administrative Officer.
- Parks & Trails Master Plan Process
 - Work is continuing on the Parks & Trails Master Plan process.
 - PTASC has created a subcommittee to look at matters like trail standards, individual management plans for the trails, and future issues
 - A public engagement plan is being developed, which will include a public input session in the coming months.
- Duke Road East (DRE)
 - Continuing to explore both a roadside trail and the potential of other pedestrian safety elements on DRE – now with the benefit of a survey that was done in late 2024.
 - A subcommittee has also been identified to look more closely at this issue, including the prospects of a roadside trail for phase one.
 - No decision has been made to proceed, and any decisions will be made by Council.
- Weir Beach Trail
 - Staff are working on a solution for repairs to storm damage to the lower portion of the Weir Beach stairs.

6.2 Environment and Natural Areas

Councillor Gray reported on the following items:

- Upcoming Information Session and Community Consultation
 - Seminar of subdivision process, February 26th
 - Draft Active Transportation Network Plan, March 5th
- Support BC Legislating its Coastal Marine Strategy
 - District of Saanich and City of Langford voted in favour of BC municipalities pushing the Government of BC to enshrine its Coastal Marine Strategy into law, February 3rd
 - Coastal Marine Strategy co-developed with First Nations
 - Resolutions in support to the Association of Vancouver Island Coastal Communities (AVICC) and Union of British Columbia Municipalities (UBCM)
- Moralea's Meadow – BC Hydro ReGreening Grant
 - Volunteer group restored areas withing Moralea's Meadow utilizing grant funding
- Biodiversity and Natural Assets Planning
 - MEASC has begun work to define the parameters for a Biodiversity and Natural Assets plan for Metchosin
- CRD Goose Watch
 - Regional Canada Goose Winter Survey, February 3rd
 - Capital Regional District's Regional Canada Goose Management Strategy

Committee discussion:

- BC Government's Coastal Marine Strategy

Moved and Seconded by Councillors Gray and Donaldson that the Committee of the Whole recommend Council endorse a resolution in support of BC legislating its Coastal Marine Strategy for the Association of Vancouver Island Coastal Communities (AVICC) and the Union of British Columbia Municipalities (UBCM).

Carried

6.3 Public Works and Protective Services

Councillor Epp provided the following updates:

- Public Works
 - Winter conditions: great work from the Public Works crew for keeping the roads sanded, salted, and plowed.
- Metchosin Seniors' Association
 - Fraud Prevention Presentation, February 12th
 - Caregivers Support Group Meeting, February 20th
 - Housing and Care Continuum, February 27th

- Active Transportation Network Plan (ATNP) and Property Tax Information
 - Public Open House and Engagement Session, March 5th @ 4:00 p.m. hosted by Urban Systems
 - ATPN Survey, mid-February
 - The Chief Financial Officer will provide information and answer questions regarding this year's budget and property taxes
- Western Canada Marine Response
 - Spill response conducted February 5th by the Western Canada Marine Response Corporation (WCMRC)
- Fire Chief Updates
 - Metchosin School rentals (Pickleball, Coast Guard, Dog Training, Jiu-jitsu, West Shore Parks & Recreation courses including First Aid
 - Emergency Program – more grants on the way
 - 59 calls in January (falls/ice, three structure fires, and a couple of rescue calls)
 - New recruits training in full swing

6.4 Finance

Councillor Donaldson provided the following updates:

- Agriculture
 - Association of Vancouver Island Coastal Communities (AVICC) Resolution, Non-Migratory Resident Canada Geese
 - Reimagine West Shore events:
 - Seedy Saturday, March 8th
 - Building Incredible Soil, March 13th
 - Composting Basics, April 10th
- West Shore Parks & Recreation Society
 - Board elections for 2025 operating year
 - Fitness at Metchosin School
 - Urban Rec Beach Volleyball proposal
 - Aquatic staff presentation
 - Regional Parks & Recreation Facilities Master Plan Update
 - Pickleball court construction project update
 - Pool updates
- Greater Victoria Public Library
 - Borrowing trends
 - Library access and growth
 - Family Literacy Week
 - Staffing updates
 - Board governance
- Juan de Fuca Water Distribution Commission
 - Staff restructuring
 - Water Watch
 - Terms of Reference update
 - Commissioner remuneration report

- Muse Articles:
 - Farmers' Market
 - Recreation in the town core

7. Correspondence

Correspondence was received as supplemental information from Alison LeDuc regarding the Environmental Advisory Select Committee Recommendations, November 26, 2024 and January 28, 2025, Local Government Riparian Regulations.

8. Adjournment

Moved and Seconded by Councillor Gray and Mayor Little that the Committee of the Whole adjourn the meeting at 9:03 p.m.

Carried

Certified Correct

Chair

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: 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 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);
- 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, 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) 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

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) Agricultural Advisory Select Committee
- ii) Environmental Advisory Select Committee
- iii) Healthy Community Advisory Select Committee
- iv) Parks & Trails Advisory Select Committee

(Amended by Bylaw No. 706)

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.
- d) Appointed committee members shall be provided the District of Metchosin Respectful Workplace Policy.

(Amended by Bylaw 706)

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) The committee shall, in January of each year, review the following bylaws and policies:
 - i. Advisory Select Committee Bylaw
 - ii. Advisory Select Committee Terms of Reference
 - iii. Council Procedure Bylaw
 - iv. District of Metchosin Respectful Workplace Policy

(Amended by Bylaw No. 706)

- c) 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.
 - d) 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.
 - e) 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.
 - f) 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.
 - g) 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.
 - h) *(Repealed by Bylaw No. 706)*
 - i) *(Repealed by Bylaw No. 706)*
 - j) The provisions of this Bylaw and the District of Metchosin Council Procedure Bylaw govern the proceedings of the Committee.
- (Amended by Bylaw No. 706)*
- k) Council may establish and amend additional procedural rules for advisory select committees through the District of Metchosin Council Procedure Bylaw.
 - l) 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.

- m) 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.
- n) 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

DISTRICT OF METCHOSIN

SUBJECT: COUNCIL
Terms of Reference
Healthy Community Advisory Select
Committee
(HCASC)

SECTION: C-100
POLICY: C-100.76
COUNCIL: June 14, 2010
AMENDS:

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.

The Committee

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 Metchosisin.

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. 507

**A BYLAW ESTABLISHING PROCEDURES TO BE FOLLOWED BY COUNCIL
AND COUNCIL COMMITTEES IN CONDUCTING THEIR BUSINESS**

Whereas under section 124 of the *Community Charter* Council must, by bylaw, establish the general procedures to be followed by Council and Council committees in conducting their business:

The Municipal Council of the District of Metchosin enacts as follows:

PART 1 – INTRODUCTION

1. Title

This Bylaw may be cited as “Council Procedure Bylaw No. 507”.

2. Definitions

In this Bylaw:

Committee means a standing, select, or other committee of Council;

Corporate Officer means the municipal officer assigned the responsibility of corporate administration under section 148 of the *Community Charter*;

Council means the Council of the District of Metchosin;

District means the District of Metchosin;

Emergency means a present or imminent event that:

- i) is caused by accident, fire, explosion or technical failure or by the forces or nature, and
- ii) requires prompt coordination of action or special regulation of persons or property, to protect the health, safety or welfare of people or to limit damage to property.

(Bylaw 673)

Mayor means the Mayor of the District of Metchosin;

Member means a person appointed to a Standing Committee, Advisory Select Committee, or Ad Hoc Commission, or a person elected to Council;

Municipal Office means the District of Metchosin municipal office located at 4450 Happy Valley Road, Metchosin, British Columbia;

Public Notice Posting Places means the notice board and the public counter at the municipal office.

3. Application of Rules of Procedure

- a. The provisions of this Bylaw govern the proceedings of Council and all standing and select committees of Council, as applicable.
- b. In cases not provided for under this Bylaw, The Robert's Rules of Order, Newly Revised, 9th edition, 1990, apply to the proceedings of Council, and Council committees, to the extent that those Rules are applicable in the circumstances, and not inconsistent with provisions of this Bylaw or the Community Charter.

PART 2 – COUNCIL MEETINGS4. Inaugural Meeting

- a. Following a general local election, the first Council meeting must be held on the first Monday after November 1st.
(Bylaw 642)
- b. If a quorum of Council members elected at the general local election has not taken office by the date of the meeting referred to in subsection (1), the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

5. Time and Location of Meetings

- a. All Council meetings must take place within the municipal office, except when Council resolves to hold meetings elsewhere.
- b. Regular Council meetings must:
 - i) be held in accordance with the dates and times specified in the annual schedule of Council and Standing Committee meetings, published prior to the end of each year;
 - ii) when the regular meeting day falls on a statutory holiday, be held on the first business day immediately following the holiday;
 - iii) be adjourned at 10:00 p.m., unless Council resolves to proceed beyond that time.
- c. Regular Council meetings may:
 - i) be cancelled by the Mayor provided that two consecutive meetings are not cancelled; and
 - ii) be postponed to a different day, time and place by the Mayor, provided the Corporate Officer is given at least 2 days written notice.

6. Notice of Council Meetings

- a. In accordance with section 127 of the Community Charter [notice of Council meetings], Council must make available to the public a schedule of the date, time and place of regular Council meetings, and give notice of the availability of the schedule in accordance with section 94 [public notice].
- b. Where revisions are necessary to the annual schedule of regular Council meetings, the Corporate Officer must, as soon as possible, amend the meeting schedule posted at the public notice posting places.

7. Notice of Special Meetings

- a. Except where notice of a special meeting is waived by unanimous vote of all Council members under section 127(4) of the Community Charter [notice of Council meeting], a notice of the date, hour, and place of a special Council meeting must be given at least 24 hours before the time of meeting, by
 - i) posting a copy of the notice in the municipal office,
 - ii) posting a copy of the notice at the public notice posting places,
 - iii) leaving one copy of the notice for each Council member in the Council member's mailbox at the municipal office, and
 - iv) leaving a message by telephone or electronic mail for each Council member.
- b. The notice under subsection a. must include the date, time and place of the meeting, describe in general terms the purpose of the meeting, and be signed by the Mayor or the Corporate Officer.

8. Electronic Meetings

- a. Provided the conditions set out in subsection 128(2) of the Community Charter [electronic meetings and participation by members] are met,
 - i) a special Council meeting may be conducted by means of audio, electronic or other communication facilities if the Mayor or Council require(s).
- b. The member presiding at a special Council meeting must not participate electronically.
- c. No more than 1 member of Council at one time may participate at a special Council meeting under this section.

9. Electronic Participation in Case of emergency or Special Circumstances

- a. In an emergency, special circumstance, or public health event that prevents or restricts members from being able to physically meet in one location, members may participate in a meeting by means of electronic or other communication facilities that:
 - i) Enable the meeting’s participants to hear, or watch and hear, each other; and,
 - ii) Except for a meeting that is closed to the public, enable the public to hear, or watch and hear, the member(s) and person(s) participating by electronic or other communication facilities.”
 - iii) This section expires January 31, 2022.

(Bylaw 673)

PART 3 – DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR

10. Designation of Member to Act In Place of Mayor

- a. Annually in December, or when required, Council must designate a Councillor from amongst its members to serve as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.
- b. A Councillor designated under subsection a. must fulfill the responsibilities of the Mayor in his or her absence.
- c. If both the Mayor and the member designated under subsection a. are absent from the Council meeting, the Council members present must choose a Councillor to preside at the Council meeting.
- d. The member designated under subsection a. or chosen under subsection c. has the same powers and duties as the Mayor in relation to the applicable matter.

PART 4 – COUNCIL PROCEEDINGS

11. Attendance of Public at Meetings

- a. Except where the provisions of section 90 of the Community Charter [meetings that may or must be closed to the public] apply, all Council meetings must be open to the public.
- b. Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in a public meeting in accordance with section 92 of the Community Charter [requirements before Council meeting is closed].
- c. This section applies to all meetings of the bodies referred to in section 93 of the Community Charter, including without limitation:

- i) COTW,
- ii) standing and select committees,
- iii) parcel tax review panel,
- iv) board of variance,
- v) advisory committees or commissions.

12. Minutes of Meetings to be Maintained and Available to Public

- a. Minutes of the proceedings of Council must be
 - i) legibly recorded, and
 - ii) certified as correct by the Corporate Officer.
- b. Subject to subsection 11c., and in accordance with section 97(1)b. of the Community Charter [other records to which public access must be provided] minutes of the proceedings of Council must be open for public inspection at municipal office during its regular office hours.
- c. Subsection 11.b. does not apply to minutes of a Council meeting or that part of a Council meeting from which persons were excluded under section 90 of the Community Charter [meetings that may be closed to the public].

13. Calling a Meeting to Order

- a. As soon after the time specified for a Council meeting as there is a quorum present, the Mayor, if present, must take the Chair and call the Council meeting to order; however, where the Mayor is absent, the Councillor designated as the member responsible for acting in the place of the Mayor in accordance with section 9 must take the Chair and call such meeting to order.
- b. If a quorum of Council is present but the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 9 do not attend within 30 minutes of the scheduled time for a Council meeting:
 - i) the Corporate Officer must call to order the members present, and
 - ii) the members present must choose a member to preside at the meeting.

14. Adjourning Meeting where no Quorum

If there is no quorum of Council present within 30 minutes of the scheduled time for a Council meeting, the Corporate Officer must

- a. record the names of the members present, and those absent, and
- b. adjourn the meeting until the next scheduled meeting.

15. Order of Proceedings and Business

- a. The agenda for all regular Council meetings contains the following matters in the order in which they are listed below:
 - 1) Agenda, Additions and Approval
 - 2) Presentations
 - 3) Public Participation
 - 4) Adoption/Receipt of Minutes
 - 5) Business Arising from the Minutes
 - 6) Reports
 - 7) Correspondence
 - 8) Bylaws
 - 9) Other Business
 - 10) Question Period
- b. Particular business at a Council meeting must in all cases be taken up in the order in which it is listed on the agenda unless otherwise resolved by Council.

16. Approval of Agenda/Late Items

- a. An item of business not included on the Agenda must not be considered at a Council meeting unless introduction of the late item is approved by Council at the time allocated on the Agenda for such matters.
- b. If the Council makes a resolution under subsection a., information pertaining to late items (if any) must be distributed to the members.

17. Presentations and Delegations

- a. A person or group of persons wishing to appear before and give a presentation to the Council must first make written application to the Corporate Officer to be included on an upcoming agenda. This written application must specify the subject matter of the presentation and include an overview of the information to be presented.
- b. Where written application has not been received by the Corporate Officer as prescribed in subsection a., an individual or delegation may address the meeting if approved by the majority vote of the members present.
- c. Any person or group of persons making a presentation to Council shall be allowed a maximum of 10 minutes to make their presentation, unless extended by a majority vote of the members present.
- d. Council must not permit a delegation to address a meeting of the Council regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw.
- e. The Corporate Officer may refuse to place a delegation on an agenda if the issue is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to Council for their consideration.

18. Public Participation

- a. A member of the public may have four minutes to address Council unless extended by the Mayor or Chair. Priority will be given to members of the public speaking to items on the agenda.
- b. A member of the public wishing to address Council must begin their presentation by stating their name and address.
- c. Public Participation is limited to forty-five minutes in duration unless extended by the Mayor or Chair.
- d. A Council or Committee member may ask or answer questions of a member of the public who is addressing Council or Committee, but must not enter into debate.
- e. The Mayor or Chair may refer members of the public to the appropriate department or committee for response.
- f. Persons speaking during the Public Participation section of the meeting must use respectful language and must refrain from offensive gestures or signs.

19. Question Period

- a. At the conclusion of the proceedings, and no later than 9:30 p.m., the Council shall answer inquiries from the members of the public.
- b. The questions from the public must pertain to items on the agendas for that evening.
- c. The question period will be limited to 20 minutes in duration.
- d. Questions and answers will not be recorded in the minutes.
- e. The Mayor or Chair may refer members of the public to the appropriate department or committee for response.

20. Conduct and Debate

- a. A Council member may speak to a question or motion at a Council meeting only if that member first addresses the presiding member.
- b. Members must address the presiding member by that person's title i.e. Mayor, Acting Mayor, Councillor or Chair.
- c. Members must address other non-presiding members by the title Councillor.
- d. No member must interrupt a member who is speaking except to raise a point of order.
- e. If more than one member speaks the presiding member must call on the member who, in the presiding member's opinion, first spoke.

- f. Members who are called to order by the presiding member
 - i) must immediately stop speaking,
 - ii) may explain their position on the point of order, and
 - iii) may appeal to Council for its decision on the point of order in accordance with section 132 of the Community Charter [authority of presiding member].
- g. Members speaking at a Council meeting
 - i) must use respectful language,
 - ii) must not use offensive gestures or signs,
 - iii) must speak only in connection with the matter being debated,
 - iv) may speak about a vote of Council only for the purpose of making a motion that the vote be rescinded, and
 - v) must adhere to the rules of procedure established under this Bylaw and to the decisions of the presiding member and Council in connection with the rules and points of order.
- h. A member may require the question being debated at a Council meeting to be read at any time during the debate if that does not interrupt another member who is speaking.
- i. a member may speak to a question, or may speak in reply, for longer than a total time of 10 minutes only with the permission of Council.

21. General Voting Rules

- a. Unless otherwise provided by legislation, a motion on a bylaw or resolution, or on any other question before Council, is decided by a majority of the Council members present at the meeting;
 - i) each Council member has one vote on any question;
 - ii) each Council member present at the time of a vote must vote on the matter;
 - iii) if a Council member does not indicate how he or she votes, the member is deemed to have voted in the affirmative;
 - iv) if the votes of the members present at a Council meeting at the time of the vote are equal for and against the motion, the motion is defeated.

22. Voting at Meetings

- a. The following procedures apply to voting at Council meetings:
 - i) when debate on a matter is closed, the presiding member must put the matter to a vote of Council members;
 - ii) when the Council is ready to vote, the presiding member must put the matter to a vote by stating:

"Those in favour raise your hands," and then "Those opposed raise your hands."
 - iii) when the presiding member is putting the matter to a vote under paragraphs (i) and (ii) a member must not cross or leave the room, make a noise or other disturbance, or interrupt the voting procedure under paragraph (ii) unless the interrupting member is raising a point of order;
- b. after the presiding member finally puts the question to a vote under paragraph (ii), a member must not speak to the question or make a motion concerning it;
- c. the presiding member's decision about whether a question has been finally put is conclusive;
- d. whenever a vote of Council on a matter is taken, each member present shall signify their vote by raising their hand;
- e. the presiding member must declare the result of the voting by stating that the motion is carried or defeated;
- f. The names of the members voting in opposition to the question or motion shall be recorded in the minutes, and the presiding member shall state their names for verification. The members who vote in opposition may require the recording secretary to briefly record the reasons for their opposition at the time of the vote.

23. Motions/Resolutions

- a. Motions shall be phrased in a clear and concise manner so as to express an opinion or achieve a result, and the chairperson may require a motion to be put in writing.
- b. Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.
- c. A motion that deals with a matter that is not on the agenda of the Council meeting at which the motion is introduced may only be introduced with Council's permission.
- d. A Council member may make only the following motions, when the Council is considering a question:
 - i) to refer to committee;
 - ii) to amend;

- iii) to lay on the table;
 - iv) to postpone indefinitely;
 - v) to postpone to a certain time;
 - vi) to move the previous question;
 - vii) to adjourn.
- e. A motion made under subsections d.iii) to d.vii) is not amendable or debatable.
- f. Council must vote separately on each distinct part of a question that is under consideration at a Council meeting if requested by a Council member.

24. Motion to Committee

Until it is decided, a motion made at a Council meeting to refer to committee precludes an amendment of the main question.

25. Motion for the Main Question

- a. In this section, "main question", in relation to a matter, means the motion that first brings the matter before the Council.
- b. At a Council meeting, the following rules apply to a motion for the main question, or for the main question as amended:
 - i) if a member of Council moves to put the main question, or the main question as amended, to a vote, that motion must be dealt with before any other amendments are made to the motion on the main question; and
 - ii) if the motion for the main question, or for the main question as amended, is decided in the negative, the Council may again debate the question, or proceed to other business.

26. Amendments Generally

- a. A Council member may, without notice, move to amend a motion that is being considered at a Council meeting.
- b. An amendment may propose removing, substituting for, or adding to the words of an original motion.
- c. A proposed amendment must be reproduced in writing by the mover if requested by the presiding member.
- d. A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.
- e. An amendment may be amended once only.

- f. An amendment that has been defeated by a vote of Council cannot be proposed again.
- g. A Council member may propose an amendment to an adopted amendment.
- h. The presiding member must put the main question and its amendments in the following order for the vote of Council:
 - i) a motion to amend a motion amending the main question;
 - ii) a motion to amend the main question , or an amended motion amending the main question if the vote under subsection a. is positive;
 - iii) the main question.

27. Reconsideration by Council

- a. Subject to subsection c., a Council member may, at the next Council meeting
 - i) move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken, and
 - ii) move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption.
- b. A Council member who voted affirmatively for a resolution adopted by Council may at any time move to rescind that resolution.
- c. Council must not discuss the main matter referred to in subsection a. unless a motion to reconsider that matter is adopted in the affirmative.
- d. A vote to reconsider must not be reconsidered.
- e. Council may only reconsider a matter that has not
 - i) had the approval or assent of the electors and been adopted,
 - ii) been reconsidered under subsection a. above or section 131 of the Community Charter [mayor may require Council reconsideration of a matter],
 - iii) been acted on by an officer, employee, or agent of the District.
- f. The conditions that applied to the adoption of the original bylaw, resolution, or proceeding apply to its rejection under this section.
- g. A bylaw, resolution, or proceeding that is reaffirmed under subsection a. above or section 131 of the Community Charter [mayor may require Council reconsideration of a matter] is as valid and has the same effect as it had before reconsideration.

28. Reports from Committees

- a. Council may take any of the following actions in connection with a resolution it receives from committees:
 - i) agree or disagree with the resolution;
 - ii) amend the resolution;
 - iii) refer the resolution back to committee;
 - iv) postpone consideration of the resolution.

29. Adjournment

- a. A motion to adjourn either a Council meeting or the debate at a Council meeting is always in order if that motion has not been preceded at that meeting by the same motion.
- b. Subsection a. does not apply to either of the following motions:
 - i) a motion to adjourn to a specific day;
 - ii) a motion that adds an opinion or qualification to a preceding motion to adjourn.

PART 5 – BYLAWS

30. Copies of Proposed Bylaws to Council Members

A proposed bylaw may be introduced at a Council meeting only if a copy of it has been delivered to each Council member at least 24 hours before the Council meeting, or all Council members unanimously agree to waive this requirement.

31. Form of Bylaws

- a. A bylaw introduced at a Council meeting must:
 - i) be printed;
 - ii) have a distinguishing name and number;
 - iii) contain an introductory statement of purpose;
 - iv) be divided into sections.

32. Bylaws to be Considered Separately or Jointly

- a. Council must consider a proposed bylaw at a Council meeting either:
 - i) separately when directed by the presiding member or requested by another Council member, or
 - ii) jointly with other proposed bylaws in the sequence determined by the presiding member.

33. Reading and Adopting Bylaws

- a. The presiding member of a Council meeting may
 - i) have the Corporate Officer read a synopsis of each proposed bylaw or group of proposed bylaws, and then
 - ii) request a motion that the proposed bylaw or group of bylaws be read;
- b. The readings of the bylaw may be given by stating its title and object.
- c. Any amendment to a bylaw shall be made by motion after the second reading and before the third reading.
- d. Subject to section 882 of the Local Government Act [OCP adoption procedures], each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members present.
- e. In accordance with section 135 of the Community Charter [requirements for passing bylaws], Council may give two or three readings to a proposed bylaw at the same Council meeting.

34. Bylaws must be Signed

- a. After a bylaw is adopted, and signed by the Corporate Officer and the presiding member of the Council meeting at which it was adopted, the Corporate Officer must have it placed in the District's records for safekeeping.

PART 6 – COMMITTEE OF THE WHOLE AND STANDING COMMITTEES35. Committee of the Whole (COTW)

- a. At any time during a Council meeting, Council may, by resolution, go into COTW.
- b. In addition to subsection a., a meeting, other than a standing or select committee meeting, to which all members of Council are invited to consider but not to decide on matters of the District's business, is a meeting of COTW.

36. Duties of Standing Committees

- a. Standing committees must consider, inquire into, report, and make recommendations to Council about all of the following matters:
 - i) matters that are related to the general subject indicated by the name of the committee;
 - ii) matters that are assigned by Council;
 - iii) matters that are assigned by the Mayor.
- b. Standing committees must report and make recommendations to Council in accordance with the schedule of the committee's meetings, or as required by Council or the Mayor.

37. Time and Location of Meetings

- a. All Standing committee meetings must be held in accordance with the annual schedule of Council and Standing Committee meetings published prior to the end of each year.
- b. All other conditions of sections 5 and 6 of this bylaw shall apply.

PART 7 - ADVISORY SELECT COMMITTEES

38. Duties of Select Committees

- a. Select committees must consider, inquire into, report, and make recommendations to Council about the matters referred to the committee by the Council.

39. Schedule of Committee Meetings

- a. At its first meeting after its establishment, a select committee must establish a regular schedule of meetings.
- b. The chair of a committee may call a meeting of the committee in addition to the scheduled meetings or may cancel a meeting.

40. Notice of Committee Meetings

- a. Subject to subsection b., after the committee has established the regular schedule of committee meetings, including the times, dates and places of the committee meetings, notice of the schedule must be given by:
 - i) posting a copy of the schedule at the Public Notice Posting Places; and
 - ii) providing a copy of the schedule to each member of the committee.

- b. Where revisions are necessary to the annual schedule of committee meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Places which indicates any revisions to the date, time and place or cancellation of a committee meeting.
- c. The chair of a committee must cause a notice of the day, time and place of a meeting called under subsection 38.b. to be given to all members of the committee at least 12 hours before the time of the meeting.

41. Attendance at Committee Meetings

Council members who are not members of a committee may attend the meetings of the committee.

42. Minutes of Committee Meetings

Minutes of the proceedings of a committee must be

- a. legibly recorded,
- b. certified by the Chair, and
- c. open for public inspection in accordance with section 97(1)(c). of the Community Charter.

43. Quorum for Committees

The quorum for a committee is a majority of all of its members.

44. Conduct and Debate

- a. The rules of the Council procedure must be observed during committee meetings, so far as is possible and unless as otherwise provided in this Bylaw.
- b. Council members attending a meeting of a committee of which they are not a member may participate in the discussion only with the permission of a majority of the committee members present.
- c. A motion made at a meeting of a committee is not required to be seconded.

45. Voting at Meetings

Council members attending a meeting of a committee of which they are not a member must not vote on a question.

PART 8 – PUBLIC HEARINGS46. Public Hearings

- a. Where required by law, a public hearing shall be held after the first and before the third reading of a bylaw, at a time and place decided by Council, and all persons who believe their interest in property affected by the proposed bylaw shall be given the opportunity to be heard in person.
- b. The Chair of the public hearing may set procedural rules for the meeting.
- c. Order of Business
 - i) The Chair reads or summarizes the Notice of Public Hearing as published;
 - ii) The Corporate Officer reads (or summarizes) letters received prior to the public hearing, including the writer's name and address;
 - iii) The Chair invites the applicant or the applicant's representative, if one, to make a presentation;
 - iv) The Chair calls for persons to be heard;
- d. Conduct
 - i) All persons speaking in favour of or opposed to the bylaw shall first write, then state their name and address, and shall at all times address the chair;
 - ii) If a person acts as representative, that person shall give the name of the person or organization he/she represents and, if requested by a Council member, shall provide written appointment from that person or organization;
 - iii) Only Council members may put questions to a speaker;
- e. No person shall give further information regarding the subject matter of the bylaw to Council members after the conclusion of the public hearing.

PART 9 - GENERAL47. Severability

If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.

48. Governing Legislation

- a. Matters pertaining to Council proceedings are governed by the Community Charter including those provisions found in Division 3 of Part 4 [Open Meetings] and Division 2 of Part 5 [Council Proceedings].

- b. This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with section 94 of the Community Charter [public notice].

49. Repeal

- a. The *District of Metchosin Council Procedure Bylaw 2003, No. 468* and any amending bylaws are hereby repealed.

Read a First time this 20th day of March , 2006.

Read a Second time this 20th day of March , 2006.

Read a Third time this 20th day of March , 2006.

Finally passed and adopted by Council
on this 3rd day of April , 2006.

Mayor

Corporate Officer