



## DISTRICT OF METCHOSIN

### AGENDA

#### AGRICULTURAL ADVISORY SELECT COMMITTEE MEETING

February 26, 2025 at 7:00 p.m.

Council Chambers

Metchosin Municipal Hall

1. **Agenda, Additions, Approval**
2. **Presentations**
3. **Public Participation**
4. **Adoption of Minutes**
  - a) Agricultural Advisory Select Committee, December 10, 2024 ..... 1
5. **Receipt of Minutes**
  - a) Committee of the Whole, January 13, 2025 ..... 5
  - b) Committee of the Whole, February 10, 2025 ..... 11
6. **Business Arising from the Minutes**
  - a) Farm Solidarity Fund Update
  - b) Update on Communication for Livestock Farmers
  - c) Metchosin Producers' Association, MUSE Article
7. **Reports**
  - a) Councillor Liaison Update (Verbal)
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 ..... 19
    - ii. District of Metchosin *Advisory Select Committee Bylaw No. 493* ..... 35
    - iii. Agricultural Advisory Select Committee (AASC) Terms of Reference, Policy C-100.75..... 39
    - iv. District of Metchosin *Council Procedure Bylaw No. 507* ..... 41
  - c) Agriculture Plan Implementation, Grant Applications
  - d) Metchosin Grown
    - i. Survey Results
    - ii. Event
    - iii. Logo and Brand
  - e) Destination Victoria, Getting Metchosin Farmers on Board
  - f) Association of Vancouver Island Coast Communities (AVICC), Resolution and Next Steps, Geese
    - i. Council Resolution, January 20, 2025..... 59
    - ii. 2025 AVICC Goose Resolution ..... 61
    - iii. 2025 AVICC Goose Backgrounder..... 63
    - iv. Capital Regional District, Environmental Services Committee Report, Regional Canada Goose Management Service - Activities Update, October 16, 2024..... 65
  - g) ALR Land Use
10. **Adjournment and Next Meeting Date**



District of Metchosin

Minutes

**Agricultural Advisory Select Committee Meeting**

**Tuesday, December 10, 2024, at 7:00 p.m.**

Council Chamber

Metchosin Municipal Hall

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**Present:** Robin Tunnicliffe (Chair), Shelly Donaldson (Council Liaison), Andrew Penn, Alex Fletcher, Brent Donaldson, Peter Chettleburgh, Matt Ashton, Sasha Kubicek (Recorder)

**Regrets:** Candace Lecompte

The meeting was called to order at 7:03 p.m.

**1. Agenda, Additions and Approval**

Councillor Donaldson requested addition to agenda 9.e) Farming success in ALR.

**Moved and Seconded** by Brent and Sasha that the Committee approve the agenda with the one addition.

**Carried**

**2. Presentations**

None.

**3. Public Participation**

None.

**4. Adoption of Minutes**

**a) Agricultural Advisory Select Committee, October 16, 2024**

**Moved and Seconded** by Matt and Alex that the Committee adopt the minutes of the Agricultural Advisory Select Committee meeting held on October 16, 2024.

**Carried**

**5. Receipt of Minutes**

**a) Finance Committee Meeting, October 7, 2024**

**Moved and Seconded** by Matt and Alex that the Committee receive the minutes of the Finance Committee meeting held on October 7, 2024.

**Carried**

**6. Business Arising from the Minutes**

**a) Farm Solidarity Fund Update**

The MUSE article was well received, delivery intercepted due to postal strike. Sasha will forward a photo for Shelly to post on FB for more exposure. Some interest in funding sources; updates are expected at the next meeting.

**b) Update on communication App for Livestock Farmers**

To be looked into by Matt. He weighed risk and reward of creating an app and felt private Facebook Group would be best, will put together and implement for 2025 livestock season.

**c) Metchosin Grown Society Update**

Final documents being completed.

**d) Metchosin Grown Day Update / Next Steps**

A discussion took place regarding the timing—spring versus summer/fall. It was decided to form a subcommittee with Shelly, Andrew, Peter, and Sasha. A meeting is planned for January to define the scope, goals, and next steps.

**e) October 31, 2024 Metchosin Producers' Association (MPA) Meeting Update**

Shelly and Peter reported meeting with MPA to discuss farmer vendors and use of community tent for seasonal producers. Shelly will compose an article as a “call out” to potential farmer vendors for the 2025 Farmers Market season as well as promote the community tent.

**7. Reports**

None.

**8. Correspondence**

None.

**9. Other Business**

**a) Geese Update**

Robin and Shelly met with the Deputy Corporate Officer, Tina Hansen, to discuss the situation of geese destroying crops across the region. Robin to draft a letter to the Mayor to raise the topic at the Capital Regional District board to pre-empt crop destruction by geese.

**Moved and Seconded** by Alex and Brent that the Agricultural Advisory Select Committee submit a letter to Mayor for the District of Metchosin supporting the Capital Regional District culling Canada Geese in 2025.

**Carried**

**Moved and Seconded** by Alex and Brent that the Agricultural Advisory Select Committee recommend Council draft a resolution to present at the Association of Vancouver Island Coastal Communities (AVICC) Convention to support a Goose Cull, and seek support from Peninsula & Area Agricultural Committee (PAAC) municipalities for the resolution.

**Carried**

**b) Fill Dumping on ALR Land**

Robin informed group of very successful Soil Dumping Workshop that occurred at Saanich Fairgrounds on Nov 13<sup>th</sup> put on by PAAC. Workshop was very well attended with a great cross section of participants. Information was presented that could improve Metchosin's bylaws. Some very easy changes could be incorporated now. Robin to send group summary PDF of workshop. Discussion resulted in the following motion.

**Moved and Seconded** by Sasha and Alex that the Agricultural Advisory Select Committee recommends Council to incorporate Agricultural Land Commission regulations for soil removal (for properties within the Agricultural Land Reserve) into the *Metchosin Soil Removal and Deposit Bylaw, No. 402*.

**Carried**

**c) Agricultural Area Plan Next Steps**

- Shelly mentioned the home plate issue is still be looked at by Council. Sasha explained the ALR regulation for home plates and suggested Council refer to 1000m2 key rule in ALR regulations *Section 11(3)*.
- Improving soil deposit and building bylaws with ALR regulations and other soil dumping workshop suggestions.
- More networking and social events for Metchosin farmers - getting word out about Farmer-To-Farmer coming in January 2025 and other events. Set up a key email list for this type of info sharing to build farming community.
- Andrew gave an update on Agri Tourism and potential presenter. Andrew to contact presenter and find a date they could present to the AASC at a future meeting.

**d) Working with Reimagine West Shore**

Robin reported that the group is doing great work but is very Langford focussed. Potentially still interested in producer map next steps. The online market idea is not possible because nutrition coupons are not accepted online at this time. Overall, organization may not be the best fit for getting grants and moving Agricultural Area Plan forward.

**e) Farming Success in the ALR**

The committee discussed key factors for successful farming within the Agricultural Land Reserve (ALR). Two primary areas were identified:

**1. Retail Sales Rules:**

Ensuring compliance with regulations that require at least 50% of the retail sales area to be dedicated to farm products produced on the property by the farm owner.

**2. Home and Building Footprint Rules:**

Adhering to restrictions that prohibit soil removal without ALC approval for areas exceeding 1,000m<sup>2</sup>. This includes soil disturbances for driveways, parking, auxiliary buildings, and the principal residence.

**Recommendation:** The committee recommends that the District make these ALR rules readily available and easy to access for farm owners within the ALR.

**10. Adjournment**

**Moved and** Seconded by Robin and Matt that the Committee adjourn the meeting at 9:35 p.m.

**Carried**

The next meeting date will be at the call of the Chair.

District of Metchosin

Minutes

**Committee of the Whole Meeting  
January 13, 2025 at 7:00 p.m.**

Council Chamber  
Metchosin Municipal Hall

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**PLEASE NOTE:** The meeting has been recorded

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

**Regrets:** Councillor Gray

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

The Chair provided a Territorial Acknowledgement.

**1. Agenda, Additions and Approval**

**Moved and Seconded** by Councillor Donaldson and Mayor Little that the Committee of the Whole approve the agenda as amended with the addition of the following correspondence as supplemental information:

- Avril Yoachim, Metchosin Arts & Cultural Centre Association
- Barb Sawatsky, Metchosin Arts & Cultural Centre Association

**Carried**

**2. Public Participation**

Sasha Kubicek, resident, spoke to the Agricultural Advisory Select Committee recommendations from the December 10, 2024 meeting regarding fill removal or placement on the Agricultural Land Reserve (ALR).

Pattie Whitehouse, resident, made recommendations for speaking into the new microphone system.

Darren Brown, resident, expressed concerns regarding transparency, fiscal responsibility, community priorities and alignment with the Active Transportation Network Plan, use of grant funding, existing parks and trails, and the Parks & Trails Advisory Select Committee (PTASC) Terms of Reference and subcommittees.

**3. Adoption of the Minutes**

**Moved and Seconded** by Councillors Shukin and Donaldson that members of the Council Standing Committees approve the minutes of the respective Committee's final 2024 meetings held on the following dates:

- Finance Committee, October 7, 2024
- Special Finance Committee, Budget Meeting, October 9, 2024
- Special Finance Committee, Budget Meeting, October 24, 2024
- Special Finance Committee, Budget Meeting, November 12, 2024
- Community Planning Committee, November 18, 2024

- Environment and Natural Areas Committee, November 18, 2024
- Special Finance Committee, Budget Meeting, November 21, 2024
- Special Finance Committee, Budget Meeting, December 5, 2024
- Public Works and Protective Services Committee, December 9, 2024

**Carried**

#### **4. Receipt of Minutes**

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

- Agricultural Advisory Select Committee Meeting, December 10, 2024
- Parks & Trails Advisory Select Committee Meeting, December 17, 2024
- Environmental Advisory Select Committee Meetings, November 26 and December 18, 2024
- Healthy Community Advisory Select Committee Meeting, November 26, 2024
- Firehall Steering Committee Meeting, December 4, 2024

**Carried**

#### **5. Business Arising**

##### **a) Agricultural Advisory Select Committee Recommendations, December 10, 2024 Meeting**

##### **Geese Update**

Councillor Donaldson provided an overview of the geese update recommendation including the draft resolution and backgrounder provided in the agenda package.

Committee discussion:

- Complexities and regulations
- Communication with the Capital Regional District
- Level of success of culls in other locations

**Moved and Seconded** by Councillor Donaldson and Mayor Little that the Committee of the Whole recommend Council send a resolution to present at the Association of Vancouver Island Coastal Communities (AVICC) Convention to support a Goose cull and seek support from Peninsula & Area Agricultural Committee (PAAC) municipalities for the resolution.

**Carried**  
**Councillor Epp opposed the motion**

##### **Fill Removal or Placement on ALR Land**

Councillor Donaldson provided an overview of the fill removal or placement on the Agricultural Land Reserve (ALR) recommendation.

Committee discussion:

- Soil regulations
- Farming on ALR land
- Communicating ALR regulations to the public

**Moved and Seconded** by Councillor Donaldson and Mayor Little that the Committee of the Whole recommend Council direct staff to incorporate Agricultural Land Commission regulations (ALC Policy L-02) for soil removal or placement for properties within the Agricultural Land Reserve (ALR) into the *Metchosin Soil Removal and Deposit Bylaw, No. 402*.

**Carried**

**Recommendation:** The Committee of the Whole recommends that the District make these ALR rules readily available and easy to access for farm owners within the ALR.

**Carried**

## 6. Reports

### 6.1 Finance

#### 6.1.1. Councillor's Update

Councillor Donaldson provided the following updates:

- Juan de Fuca Water Distribution Commission
  - Bulk Water Station
- West Shore Parks & Recreation Facilities Master Plan Update
  - Regional Parks & Recreation Facilities Master Plan Update
  - Juan de Fuca Arena
- Agriculture
  - Goose Cull Resolution to the Association of Vancouver Island Coastal Communities (AVICC) and the Union of BC Municipalities (UBCM)
- Soil Dumping Workshop, November 13, 2024

### 6.2 Community Planning

Councillor Shukin reported on the following items:

#### 6.2.1. Update to Parks & Trails Master Plan

- What is to be updated
- Project scope
- Public engagement
- Proposed timelines
- Additional information to draw upon
- Budget
- Importance of the Master Plan

Committee discussion:

- Parks and trails are integral to Metchosin
- Past accomplishments and planning
- Budget and costs

**Moved and Seconded** by Councillor Shukin and Mayor Little that the Committee of the Whole recommend Council authorize the Parks and Trails Advisory Select Committee to proceed with updating the District's Parks & Trails Master plan, based on the scope of work and timeline presented on January 13, 2025.

**Carried**

6.2.1. Draft District of Metchosin Council – 2025 Priorities

Presentation

Councillor Shukin provided an overview of Council's 2025 Priorities.

- Support District staff in maintaining day-to-day operations in Metchosin
- Develop a responsible operations and capital budget for 2025
- Support the continuing development of Metchosin School as a thriving, community-focused multi-use facility
- Continue exploring the future of Metchosin's Fire Hall
- Address provincial housing requirements
- Update bylaws/policies that support environmental protection, a peaceful / livable community, housing requirements, and good governance
- Address public safety matters
- Continue working to protect our environment, supporting initiatives focused on land conservation, biodiversity enhancement, and water / watershed protection
- Support and be involved in opportunities to enhance agricultural, recreational, cultural, and community building activities
- Continue community engagement
- Continue evolving and updating Council governance processes

Public Input on Council 2025 Priorities

Brent Donaldson, resident, inquired about housing initiatives and the Interim Housing Needs Report method and estimates.

Jim MacPherson, resident, inquired about the District's representative on the Accessibility Advisory Committee and the District's alcohol consumption policy.

**Moved and Seconded** by Councillors Shukin and Donaldson that the Committee of the Whole recommend Council approve the District of Metchosin 2025 Council Priorities.

**Carried**

**6.3 Public Works and Protective Services**

6.3.1. Councillor's Update

Councillor Epp provided the following updates:

- Metchosin Seniors' Association - Resource Centre Recent and Upcoming Events:
  - ICBC driving safety presentation, January 9, 2025
  - Metchosin Caregivers support group monthly meeting, January 16, 2025
  - Service Canada/CRA presentation, January 22, 2025
  - Ears to You Mobile hearing testing, January 29, 2025
  - Sleep workshop, January 30, 2025

- Monthly Friday Social January 31, 2025 (Metchosin Community House)
- Public Works
  - On standby for weather conditions, sanding and salting as required
  - Maintenance on signs, culverts, bridges, and grounds
  - Potholes at Community House
- Metchosin School
  - Classrooms, rentals, and rates
  - Leases/tenants
  - Programs and courses
  - Financial report for Metchosin School to come forward
- Coffee with the Mayor, January 16, 2025 2:00-4:00 p.m. at the Municipal Hall

**7. Correspondence**

**a) Metchosin Arts & Cultural Centre Association (MACCA), Proposed Events & Projects for 2025**

Correspondence from the Metchosin Arts & Cultural Centre Association (MACCA), Proposed Events & Projects for 2025, was received for information.

Correspondence from Avril Yoachim and Barb Sawatsky regarding Metchosin Arts & Cultural Centre Association (MACCA), Proposed Events & Projects for 2025 was received for information.

**b) Mollie Cameron, President, Wild Wise Society, 2024 Grant-in-Aid**

Correspondence from the Wild Wise Society regarding 2024 Grant-in-Aid, was received for information.

**8. Adjournment**

**Moved and Seconded** by Councillor Shukin and Mayor Little that the Committee of the Whole adjourn the meeting at 8:00 p.m.

**Carried**

**Certified Correct**

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**Chair**

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**Corporate Officer**



District of Metchosin

Minutes

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

Council Chamber  
Metchosin Municipal Hall

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**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 26<sup>th</sup>
  - Draft Active Transportation Network Plan, March 5<sup>th</sup>
- 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 3<sup>rd</sup>
  - 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 3<sup>rd</sup>
  - 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 12<sup>th</sup>
  - Caregivers Support Group Meeting, February 20<sup>th</sup>
  - Housing and Care Continuum, February 27<sup>th</sup>

- Active Transportation Network Plan (ATNP) and Property Tax Information
  - Public Open House and Engagement Session, March 5<sup>th</sup> @ 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 5<sup>th</sup> 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 8<sup>th</sup>
    - Building Incredible Soil, March 13<sup>th</sup>
    - Composting Basics, April 10<sup>th</sup>
- 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**

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**Chair**

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**Corporate Officer**





# POLICY MANUAL

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

<b>Name and position of Complainant</b>
<b>Name and position of Respondent</b>
<b>Address or location where the incident(s) occurred</b>
<b>Date(s) and time of each incident</b>
<b>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)</b>
<b>Name(s) of potential witness(es)</b>
<b>Impact of the behaviour / incident complained of</b>
<b>Any steps that have already been taken under this Policy to resolve the complaint and the outcome of those processes.</b>



**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**

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

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

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

1. Citation

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

2. Establishment

The following committees are hereby established:

- i) 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 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.
- 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**

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<b>SUBJECT:</b>	<b>COUNCIL</b> <b>Terms of Reference</b> <b>Agricultural Advisory Committee</b>	<b>SECTION:</b>	<b>C-100</b>
		<b>POLICY:</b>	<b>C-100.75</b>
		<b>COUNCIL:</b>	<b>March 3, 2008</b>
		<b>AMENDS:</b>	

---

**PURPOSE OF THE COMMITTEE:**

To assist Metchosin Council in developing a plan to sustain and promote the agricultural community and improve agricultural viability within Metchosin.

**MEMBERSHIP**

- a) The Committee will comprise of five to eight members from the community, the majority of whom are bonafide producing farmers, if possible representing a balance of varied farming activities practiced in Metchosin, including processing. A municipal Councillor will also be appointed to the Committee.
- b) The first AAC will be appointed by Council, thereafter the vacancies will be advertised in the manner utilized by the District and Council, and will receive advice from the Committee prior to making appointments.
- c) For the year 2008, three members shall be appointed for a one year term, and two members for a two year term, and thereafter all members shall be appointed for a two year term.
- d) The Chairperson shall be appointed by Council, and shall preside at all meetings where possible, and in his/her absence an acting chairperson shall be appointed for that meeting.

**MEETINGS**

- a) The Committee shall meet a minimum of three times a year. The meetings shall be open meetings held at the Municipal Hall.
- b) At all meetings, three voting members shall constitute a quorum. Recommendations of the quorum shall be considered those of the full committee.
- c) Minutes shall be taken of each meeting and kept in the Municipal offices.

## **FUNCTION AND ROLES**

- a) Advise and assist Metchosin Council in developing a plan to sustain the agricultural community and improve agricultural viability within Metchosin, with assistance from the Agricultural Land Commission and the Ministry of Agriculture and Food.
- b) Receive, consider and provide information on requested matters to Council and/or staff regarding agricultural matters in a timely manner.
- c) Inform Council of important information relative to agricultural matters, with suggestions for appropriate action.
- d) Promote awareness and education on agricultural issues in the community.
- e) Coordinate, when required, with other Select Committees.
- f) Work, in conjunction with staff, regarding submissions to other levels of government.
- g) Be informed of, and participate as required and appropriate in, other agriculture and compatible organizations in (southern) Vancouver Island.

**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 MEETINGS**4. 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 COMMITTEES**35. 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 HEARINGS**46. 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 - GENERAL**47. 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.

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Mayor

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Corporate Officer



14. **Business Arising**

c) **Committee of the Whole Recommendations, January 13, 2025 Meeting**

Resolution to AVICC – Geese

Council discussed:

- Federal agencies and legislation responsible for regulating Geese
- CRD Canada Goose Management Services Bylaw
- CRD Regional Canada Goose Management Strategy
- Association of Vancouver Island Coastal Communities (AVICC) requirements for submitting resolutions
- Supporting farmers
- Timeline for submitting resolutions to AVICC by February 6<sup>th</sup> deadline
- Refer the draft resolution back to the Agricultural Advisory Select Committee (AASC) for further review

**Moved and Seconded** by Councillor Shukin and Mayor Little that Council send a resolution to present at the Association of Vancouver Island Coastal Communities (AVICC) Convention to support a Goose cull and seek support from the Peninsula & Area Agricultural Commission (PAAC) municipalities for the resolution.

**Carried**  
**Councillor Epp opposed the motion**

**Action 1:** That the draft AVICC Resolution on Geese be referred back to the AASC;  
**And that** once finalized, staff review the Resolution to ensure accuracy with legislative references;

**And Further That** information on the regional approach from the CRD be included.

\* **Action 2:** That AASC advise Council on writing to the provincial and federal governments as a separate activity regarding geese (Canadian Wildlife Service, provincial veterinarian).

Fill Removal or Placement on ALR Land

**Moved and Seconded** by Councillors Epp and Shukin that Council direct staff to incorporate Agricultural Land Commission regulations (ALC Policy L-02) for soil removal or placement for properties within the Agricultural Land Reserve (ALR) into the *Metchosin Soil Removal and Deposit Bylaw, No. 402*;

**And That** the District make the ALR rules readily available and easy to access for farm owners within the ALR.

**Carried**





# DISTRICT OF METCHOSIN

File No. 0390-20

February 3, 2025

Association of Vancouver Island and Coastal Communities  
Local Government House  
525 Government Street  
VICTORIA, BC V8V 0A8

## Re: Non-migratory Resident Canada Geese

At its Regular Council meeting held Monday, January 20, 2025, the District of Metchosin Council resolved to send the following resolution to the 2025 AVICC Annual General Meeting:

2025 Resolution – AVICC Annual General Meeting

### NON-MIGRATORY RESIDENT CANADA GEESE

Metchosin

**Whereas** the current population of non-migratory, resident Canada geese (*branta canadensis moffitti*) are not native to this area and are increasing in numbers each year to an estimated 9,000 to 11,000 according to recent bird counts;

**And Whereas** non-migratory, resident Canada geese are an ongoing destructive element to agriculture through the disruption of growing fields, the consumption of crops, and the risks posed by avian influenza and E. coli contamination, presenting risks to food security and the broader environment;

**Therefore, be it resolved** that AVICC and UBCM work with provincial agencies such as the Ministry of Environment in concert with Canada Wildlife Services to undertake effective action to protect agriculture and the environment including establishing a goose cull program to deal with non-migratory resident Canada geese populations.

Thank you for your consideration of the above.

Sincerely,



Bob Payette,  
Chief Administrative Officer

Enclosures: Backgrounder



## **Backgrounder – Resolution for 2025 AVICC Convention**

District of Metchosin

February 3, 2025

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The sound of Canada geese flying overhead is familiar to Metchosin residents, but it means different things to different people. To farmers, it is the sound of frustration and failure - the failure of leadership to support farmers and the slow failure of our local food system.

Historically, Canada geese migrated through Vancouver Island in small numbers but never stayed long. In the 1960s and 70s, resident Canada geese were introduced to our region for wildlife viewing and game. In the 1990s environmentalists started noticing the threat to salmon habitat and estuary health caused by overgrazing of eel grasses by Canada geese.

The Capital Regional District (CRD)<sup>1</sup> has been doing studies over the past 10 years and they have found the population of geese to be growing exponentially despite coordinated efforts at egg addling, hazing and selective harvesting which have demonstrated to be insufficient, leading to an ever-growing population of geese.<sup>2</sup>

The Peninsula and Area Agriculture Commission (PAAC) first sounded the alarm about the threat to agriculture from Canada geese in 1997. They asked for immediate action from the CRD (Capital Regional District) to help prevent crop losses. Now, almost 30 years later, the increasing pressure from Canada geese is severely impacting farmer livelihoods in all sectors. The following is a summary, sector by sector, about how farmers are being impacted:

### Hay Farmers

Hay farmers are seeing the introduction of what they are calling "goose grass" into their hay fields. Goose grass is a feathery grass that gets brought in with the geese. Its early maturing so it adds undesirable dry matter to the bales. It gums up the mowers with its feathery texture, and it dies early, which leaves large dead spots in the field, which then make it easy to spread. Hay farmers used to get seven years from a freshly seeded grass field. Now they get three or four before they must reseed. It was years 3-5 that really made the process profitable because of the peak yield in the grasses. Because of geese pressure, hay farming is little more than a break-even enterprise. Yet more farmers are turning to hay from more diverse sectors like grain and specialty crops because the low yields are more certain than no yield.

### Grain Farmers

For the past two years, grain farmers on Vancouver Island and the lower mainland have struggled to get a crop in because of goose pressure. The geese come off their molt in late summer, right when wheat, barley and oats are maturing. Massive flocks land and are resistant to hazing because of the rich feeding opportunity. Geese lodge the grains, making harvest of remaining crops difficult. Geese remain on fields after the harvest which makes re-seeding difficult to impossible. Fall seeded grains like winter wheat and rye are mainstay for many grain farmers. These crops get decimated while germinating in the fall, and graze to the point where they cannot mature for mid-summer harvests.

<sup>1</sup> Web Search, Capital Regional District, Canada Geese in the Capital Region [Regional Goose Management | CRD](#)

<sup>2</sup> Web Search, Estuaryguardians.org, 2015 [Canada Goose Management | Mysite](#)

## Chicken Farmers

Poultry farms live under the threat of uncertainty caused by Canada geese. The geese can carry Avian Influenza (AI) and can easily transmit the disease to their chickens. Flocks of over 500 birds are regularly landing in their fields and ponds. These farmers stand to lose up to a million dollars if AI were to strike at certain points in their growing cycle. The fear of looming geese prevents them from properly stewarding their surrounding fields with fall cover crops over fear of attracting geese.

## Fruit and Vegetable Farmers

Vegetable farmers live in fear of E. Coli contamination that is introduced from Canada geese infestations, as well as from the active predation of crops. Vegetable producers in British Columbia have experienced the loss of winter cabbages this past season that were being levelled by geese. Farmers have witnessed hundreds of geese landing on their irrigation ponds, contaminating the water supply that they need to use for fresh crops. Despite using cannons, and physical hazing, the geese will not be deterred and return after a brief fly-over. With Canada Food Safety Standards (Canada Gap), fields of certain crops for fresh eating, notably strawberries, have signs of significant predation must be abandoned. There is no crop insurance that covers wildlife damage. Vegetable farmers can be out hundreds of thousands of dollars because of these geese. They cannot sustain this year after year.

## Time for a Cull

Farmers on Vancouver Island and the Lower Mainland are bearing the devastating costs of uncontrolled Canada geese predation, jeopardizing their livelihoods and the future of local agriculture. Many of these farmers are aging and working to pass their farms to the next generation, yet the relentless damage caused by surging geese populations threatens this transition. Without effective intervention, agriculture is at risk.

Current management strategies including hazing, egg addling, and field stringing have failed. The only proven solution is targeted culling<sup>3</sup> during the geese summer molting period, when they are flightless. This approach, combined with expert-led population management, is essential to restoring balance and ensuring sustainable food production.

Investing in sustainable management strategies is critical to preserving and growing agriculture for future generations. Without intervention, unchecked geese populations will continue to destroy crops, drive farmers out of business, and threaten food security. We must act now to protect our farmers, our land, and our future.

<sup>3</sup> Web Search, Government of Canada, Canada Geese; frequently asked questions [Canada Geese: frequently asked questions - Canada.ca](https://www24.international.gc.ca/geese-geese/faq-faq.aspx)

**REPORT TO ENVIRONMENTAL SERVICES COMMITTEE  
MEETING OF WEDNESDAY, OCTOBER 16, 2024**

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**SUBJECT**     **Regional Canada Goose Management Service - Activities Update**

**ISSUE SUMMARY**

To provide an update on the Regional Canada Goose Management Service activities in 2023-2024.

**BACKGROUND**

In February 2023, the Capital Regional District (CRD) Board established a Regional Canada Goose Management Service to work with key partners to reduce the impact of the rapidly growing Canada goose (CAGO) population in the region and to coordinate implementation of the Regional Canada Goose Management Strategy (RCGMS). The RCGMS provides guidance for controlling adverse impacts of the population of non-migratory, resident CAGO and recommends the use of management tools such as preventing feeding, habitat modifications, water management, hazing, egg addling, hunting, harvests and public outreach. This report outlines the service activities undertaken in 2023-2024 to implement the RCGMS and provides recommendations for future service levels.

The following activities were taken to coordinate implementation of the RCGMS:

*Administration and Coordination*

The CRD hired a half-time coordinator in September 2023 to coordinate goose management efforts in the region, establish partnerships with key agencies responsible for wildlife management, engage with landowners affected by geese and undertake coordinated mitigation efforts. The service was supplemented this past spring with an auxiliary Goose Management technician to support the egg addling program, conduct recruitment/young of the year surveys, and to assist with the region-wide summer moult survey. Staff developed a detailed communications strategy to increase awareness of the regional impacts of the growing population and to engage with landowners experiencing issues. In January 2024, the CRD established the Regional Canada Goose Working Group made up of representatives from local governments and First Nations, provincial and federal partners, Peninsula and Area Agricultural Commission, and other key stakeholders. The working group meets quarterly to share information and coordinate efforts across the region.

*Coordinated Nest Survey and Egg Addling Program*

The CRD obtained a region-wide egg addling permit from Canadian Wildlife Service. Several local governments and 55 participating landowners added their properties to the CRD's permit and granted CRD technicians access to their land to survey nests and addle eggs. CRD staff discovered 142 active nests on 18 properties and addled 672 eggs. 31 missed nests (eggs already hatched) and 5 inaccessible nests were found, resulting in total of 178 nests located. Some landowner agencies addled eggs or contracted egg addling on their lands, resulting in an additional 280 active nests located and 1,369 eggs addled. In 2024, a total of 422 active nests

were located and 2,041 eggs were added preventing their recruitment to the local Canada goose population. The 2024 egg addling report is attached in Appendix A.

### *Region-wide CAGO Summer Moulting Survey*

Previous moulting surveys estimated the regional summer breeding population of geese at 2,500, though these were only partial surveys focused on known hotspots like Sooke Basin, Esquimalt Lagoon, Oak Bay shoreline, and northeast Saanich Peninsula. In June 2024, the CRD collaborated with working group partners, local governments, First Nations and conservation groups to conduct the first region-wide CAGO moulting survey. A total of 6,669 geese were counted and new hotspots were identified along the shorelines of Victoria, Metchosin, East Sooke, Juan de Fuca Electoral Area, Southern Gulf Islands, and on private farmlands, golf courses, small lakes and ponds. The 2024 moulting survey report is attached in Appendix B.

### *Canada Goose Harvest*

The CRD contracted an experienced non-profit agency to coordinate with First Nations to implement an ethical and humane harvest of Canada geese under permits obtained from Canadian Wildlife Service and the Province of British Columbia. In late June, the harvest reduced the population by 465 birds and the meat was shared among the participating First Nations communities.

Despite significant success in coordinating efforts to manage the regional Canada goose population since service establishment, the actual population is significantly higher than previous estimates indicated and the negative impacts from goose populations are more widely spread and significant.

## **ALTERNATIVES**

### *Alternative 1*

The Environmental Services Committee recommends to the Capital Regional District Board: That staff be directed to develop increased service levels for consideration in the 2026 service planning process.

### *Alternative 2*

That this report be referred back to staff for further information.

## **IMPLICATIONS**

### *Environmental and Social Implications*

The increasing Canada goose population continues to affect regional farmlands and degrade coastal ecosystems and salmon habitats through over-grazing, trampling of vegetation, soil erosion, and the spread of invasive species. Additionally, public health concerns are rising due to high densities of fecal matter, degradation and contamination of water sources, territorial goose conflicts, the spread of disease, and increased risk of exposure to Highly Pathogenic Avian Influenza. These impacts are seen at public and private sites, including sports fields, swimming beaches, golf courses, and farmlands. Significant economic impacts also persist for local farmers, who are experiencing increased maintenance costs and financial losses due to Canada goose damage.

The service has provided more accurate data on the regional goose population. According to the 2023 Christmas Bird Count data, an estimated 9,000-11,000 geese overwinter in the capital region, primarily on farmland and recreational playing fields. Staff continue to receive reports from the farming community about large flocks wiping out entire crops in a matter of hours, despite efforts at hazing, habitat modification and regional egg addling. Similar to the moult population estimates, staff anticipate that overwintering populations are also substantially higher than previously thought. Staff plan to conduct a region-wide survey in January 2025 to obtain a more accurate and up-to-date estimate of the overwintering population, which will better inform future management efforts.

Recruitment surveys showed the largest numbers of goslings were in Colwood, Saanich and the Gulf Islands. More robust addling programs are needed in areas with high numbers of juveniles. Areas where the ratio of adults to juveniles are high will require additional harvests to effectively reduce the CAGO population.

Current mitigation efforts, including a coordinated egg addling program and an annual harvest, may help stabilize the CAGO population but are unlikely to result in a significant enough reduction to meaningfully ease the environmental, recreational, and economic impacts across the region. Additional resources will enable increased mitigation efforts.

#### *Intergovernmental and First Nations Implications*

Several municipal partners have expressed capacity issues to fully participate in egg addling programs and would benefit from additional CRD staff capacity to conduct addling on their lands.

Two local First Nations communities participated in the harvest and have expressed interest in future harvests. Efforts to engage with First Nation Guardians programs to participate in a coordinated egg addling program are ongoing.

#### *Financial Implications*

The current service budget is \$237,000. In 2024, this supported a part-time coordinator (\$85K), egg addling program including a six-week assistant Goose Management technician (\$25K), a region-wide summer moult survey (\$35K), one annual harvest (\$82K) and administrative support/equipment (\$10K). Without a budget increase, staff cannot achieve the mitigation efforts required to achieve a meaningful reduction of the CAGO population and their impacts. These resources appear sufficient to stabilize the regional population but are insufficient to dramatically reduce the population to a sustainable level in the near future.

#### *Service Delivery Implications*

A significant reduction in the CAGO population in the short-term is required to lessen the significant negative ecological, economic, recreational impacts and public health concerns caused. An increase to the Regional Canada Goose Management Service levels would enable additional mitigation efforts, including increased capacity for the coordinated egg addling program and support for additional First Nation-led harvests.

**CONCLUSION**

The new Regional Canada Goose Management Service has demonstrated success in controlling the regional population and gathering important information to support ongoing species management. The regional population is higher than previously predicted, however, and impacts to farmlands, public infrastructure, and public and wild lands continue to be well-documented. Current resources and efforts appear sufficient to maintain the population at its current levels, but additional resources would be required to reduce the regional population to a level that meets economic, social and environmental objectives.

**RECOMMENDATION**

The Environmental Services Committee recommends to the Capital Regional District Board: That staff be directed to develop increased service levels for consideration in the 2026 service planning process.

Submitted by:	Glenn Harris, Ph.D., R.P.Bio., Senior Manager, Environmental Protection
Concurrence:	Russ Smith, Acting General Manager, Parks, Recreation & Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**ATTACHMENTS**

- Appendix A: 2024 CRD Egg Addling Report (September 2024)
- Appendix B: 2024 CRD Moulting Survey Report (September 2024)