



## DISTRICT OF METCHOSIN

### AGENDA

#### AGRICULTURAL ADVISORY SELECT COMMITTEE MEETING

Thursday January 15, 2026, at 7:00 p.m.  
Council Chambers  
Metchosin Municipal Hall

---

1. **Agenda, Additions, Approval**
2. **Annual Chair Appointment**
3. **Presentations**
4. **Public Participation**
5. **Adoption of Minutes**
  - a) Agricultural Advisory Select Committee, December 9, 2025 ..... 1
6. **Business Arising from the Minutes**
  - a) Speakers Series Event
7. **Reports**
  - a) Chair Update (Verbal)
  - b) Councillor Liaison Update (Verbal)
8. **Correspondence**
  - a) 11th Agricultural Advisory Committee Workshop ..... 5
9. **Other Business**
  - a) Review: Committee Terms of Reference ..... 7
  - b) Review: Respectful Workplace Policy ..... 9
  - c) AVICC call for Resolutions ..... 23
  - d) Agricultural Plan Implementation Working Group - Proposal to Establish The Metchosin Agricultural Alliance ..... 33
10. **Adjournment and Next Meeting Date**



District of Metchosin

Minutes

**Agricultural Advisory Select Committee Meeting**

**Tuesday, Dec 9, 2025, at 7:00 P.M.**

Council Chamber

Metchosin Municipal Hall

---

**Present:** Alex Fletcher, Brent Donaldson, Peter Chettleburgh, Sasha Kubicek, Andrew Penn, Shelly Donaldson, Robin Tunnicliffe

**Regrets:** Matt Ashton

The meeting was called to order at 7:06 p.m.

**1. Agenda, Additions and Approval**

- Addition of Committee Elections to agenda under business arising.

**Moved and Seconded** by Brent Donaldson and Peter Chettleburgh

THAT the Committee approve the agenda as amended to include the addition of Committee Elections as item no. 5.a).

**Carried**

**2. Presentations**

- None

**3. Public Participation**

- None

**4. Adoption of Minutes**

**Moved and Seconded** by Sasha Kubicek, and Peter Chettleburgh

THAT the Committee approve the minutes of the Agricultural Advisory Select Committee meeting held on October 15, 2025.

**Carried**

**5. Business Arising from the Minutes**

**a) Committee Election**

- January will begin a new term for some Committee members;
- One open appointment for Council appointment in 2026;
- Current Chair will step down and new chair will be appointed in January; and
- Co-chairing and possible meeting dates were discussed.

**b) UBCM Resolution Update**

- Goose and rabbit resolutions endorsed at AVICC;
- Feral Rabbit issue is getting media coverage right now;
- Council Liaison shared update:
  - Province announced plans to increase the minimum farm income amount from \$2,500
  - A tiered increase implementation is expected.

- Committee could provide education materials, workshops for local farmers to help them increase production to meet new minimum limits;
- Workshop regarding leasing land as possible first workshop, info session; and
- Use of MUSE article as an educational piece.

**c) Agricultural Plan Implementation**

- Biggest challenge on Plan implementation is not having an entity that can apply and receive grant funding.
- Andrew Penn will reach out to the Metchosin Foundation and see if they can be key entity to apply for grants and accept funding for Agricultural Plan implementation.
- Committee could host a Speakers Series and workshops on key Plan topics.
  - Andrew Penn offered Bilston Creek Farm as a venue and will reach out to Karma Brophy as a possible speaker.
- Council Liaison shared an update on the Metchosin Farmers Market:
  - Will not be a part of BCAFM for 2026;
  - New Vice-President;
  - Committee concerned that Market’s direction does not align with Agriculture Plan as per their constitution.

**Moved by** Sasha Kubicek

THAT the Committee recommend Council Support the Agricultural Advisory Select Committee hosting a Speakers Series and Workshops to facilitate the implementation of the Agricultural Plan. The first series to be a speaker on Agri-Tourism and take place this winter.

**Carried by Consent**

**d) COMMITTEE BANNER AND BRANDING**

- Design and wording in progress;
- Request \$500 budget for 2025 be carried forward to 2026 when banner printing to occur. Banner will be key for upcoming Speaker Series.

**e) PAAC**

- Chair gave update:
  - Awaiting 2026 Appointment for District of Metchosin representative(s).
  - Councillor liaison to provide an update at a future meeting as information becomes available.

**f) Farm Event**

- Speaker Series, item 5.c), is 2026 priority; and
- Letter of invitation to be drafted by Andrew Penn, and sent by the Chair, to potential speakers regarding presenting for the committee at the first of the Speakers Series.

**6. Reports**

**a) Chair update**

- No further update.

**b) Councillor Liaison Update:**

- Encouraged attendance at Public Hearing on Housing, December 15, 7:00 p.m. in chambers;
- Rezoning of 4409 William Head Road was finalized to include portion for commercial with potential for positive impact to Metchosin Agriculture;

- 2026 Budget allocated funds for Dog signage for District parks and municipal lands.
- Community Garden update; and
- Metchosin Grown Society update:
  - Focus on membership and workshops for revenue.

**7. Correspondence**

**a) Honourable Lana Popham, Minister of Agriculture and Food Letter**

- Draft letter to Anne Kang, Minister of Tourism, Arts, Culture and Sport to see if there are funding opportunities for Agricultural Plan implementation.

**8. Other Business**

**a) Regional Canada Goose Working Group**

- Metchosin needs a representative and appointed Sasha Kubicek to register and attend Dec 10<sup>th</sup> meeting.

**9. Adjournment and Next Meeting Date**

**Moved and Seconded** by Sasha Kubicek, and Alex Fletcher  
THAT the Committee adjourn the meeting at 8:15 p.m.

**Carried**

The next meeting will be held on January 15, 2026, at 7:00 p.m.



**From:** [Info](#)  
**To:** [Tina Hansen](#); [Thomasina Barnes](#)  
**Subject:** FW: Invitation to the 11th Province Wide Agricultural Advisory Committee Workshop  
**Date:** January 2, 2026 8:22:40 AM  
**Attachments:** [image001.png](#)

---

---

**From:** Weightman, Jeffrey AF:EX <Jeffrey.Weightman@gov.bc.ca>  
**Sent:** December 24, 2025 12:08 PM  
**Subject:** Invitation to the 11th Province Wide Agricultural Advisory Committee Workshop

**Dear Chief Administrative Officer / Local Government Representative,**

Please forward this invitation to your Agricultural Advisory Committee (AAC) Chairperson and/or interested staff.

The Ministry of Agriculture and Food is pleased to invite you to the **11th Agricultural Advisory Committee Workshop** on **Tuesday, February 24, 2026**, from **9:00 a.m. to 12:30 p.m.** via Zoom.

This workshop will bring together AAC members from across the province to discuss current topics and emerging issues. The session will be relevant to all regions with agricultural land, whether or not an AAC is currently active. Previous workshops have generated new ideas and strengthened the capacity of AACs to support councils, boards, and local trust committees.

The event is free of charge, and full details will be shared with registrants in early February. To participate, please **save the date** and confirm your attendance by **noon on January 30, 2026** by replying to this email.

We kindly request that attendance be limited to current AAC members and local government staff.

#### Draft Agenda

- **9:00 – 9:15** Opening Remarks / Welcome
- **9:15 – 10:00** Presentation 1: Agricultural Land Commission Updates
- **10:00 – 10:45** Presentation 2: Managing Soil and Fill – Tools and Strategies (TOR)
- **10:45 – 11:00** Break
- **11:00 – 11:30** Presentation 3: Impacts of Subdivision on Agricultural Land
- **11:30 – 12:00** Breakout Session

- 12:00 – 12:10** Wrap-Up and Closing Remarks
- **12:10 – 12:30** Presentation 4: AAC 101 (Optional – for new or prospective members. An overview of roles, responsibilities, legislation and best practices)
- **12:30** Adjourn

Please reply to confirm your attendance or if you have any questions. I look forward to hearing from you—or your representative—at the workshop.

Sincerely,

Jeff



**Jeff Weightman, MCIP, RPP, PMP**  
Land Use Planning Unit  
Policy and Legislation Branch  
Ministry of Agriculture and Food

**Email:**  
[Jeffrey.Weightman@gov.bc.ca](mailto:Jeffrey.Weightman@gov.bc.ca)  
**Phone: 236-478-3272**

**DISTRICT OF METCHOSIN**

---

<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.



# 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



## 2026 AGM & CONVENTION

### RESOLUTIONS NOTICE REQUEST FOR SUBMISSIONS

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

#### **DEADLINE FOR RESOLUTIONS:**

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

#### **IMPORTANT SUBMISSION REQUIREMENTS**

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

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

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

## **LATE AND OFF THE FLOOR RESOLUTIONS**

- A resolution submitted after the regular deadline is treated as a "Late Resolution". The Resolutions Committee **only** recommends Late Resolutions for debate if the topic was not known prior to the regular deadline date, or if it is emergency in nature.
- Late Resolutions must be received by AVICC by **noon on Wednesday, April 22<sup>nd</sup>, 2026**.
- Late Resolutions are not included in the Resolutions Package sent out to members before the Convention. They are included in the Report on Late Resolutions that is distributed on-site.
- Off the Floor Resolutions are considered after all resolutions in the Resolutions Book and all Late Resolutions have been considered. Off the Floor Resolutions must be submitted in writing to the Chair of the Resolutions Session as soon as practicable, and copies must be made available to all delegates no later than 9:00 am on Sunday morning. Contact AVICC staff for more information about how to organize an Off the Floor Resolution for consideration.
- The full Convention Rules, including detailed information about the process for Late and Off the Floor Resolutions, will be published and distributed to members in advance of the Convention.

## **AVICC RESOLUTIONS PROCEDURES**

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

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

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

## **AVICC RESOLUTIONS PROCESS**

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

3. The AVICC Resolutions Committee reviews and finalizes the recommendations, and the Resolutions Book is published and sent to members in advance of the annual meeting.
4. AVICC conveys any Regional Resolutions endorsed at their annual meeting to the appropriate level of government, or takes other action as determined by the AVICC Executive. AVICC will forward any response to the regional resolution sponsor.
5. AVICC submits all other resolutions endorsed at its Convention to UBCM.
6. The UBCM Resolutions Committee reviews the resolutions for submission to its Convention. Please note that the UBCM Bylaws were updated at the 2025 UBCM Convention as included as **Appendix A** with this document.
7. Resolutions endorsed at the UBCM Convention are submitted by UBCM to the appropriate level of government for response.
8. UBCM will forward the response to the resolution sponsor for review.

## **UBCM BYLAW & RESOLUTIONS PROCESS UPDATE**

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

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

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

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

# **AVICC & UBCM RESOLUTIONS GUIDELINES**

## **The Construction of a Resolution:**

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

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

## **Preamble:**

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

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

There should be only one sentence per WHEREAS clause.

## **Enactment Clause:**

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

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

## **HOW TO DRAFT A RESOLUTION**

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

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

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

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

### **3. Use simple, action-oriented language.**

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

### **4. Check legislative references for accuracy.**

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

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

### **5. Provide factual background information.**

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

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

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

### **6. Construct a brief, descriptive title.**

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

## TEMPLATE FOR A RESOLUTION

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

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

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

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

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

## Section ER

---

### ER1      **Extraordinary Resolution to Amend the UBCM Bylaws to Streamline the Resolutions Process**

**UBCM Executive**

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

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

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

15. COMMITTEES (Other than Nominating Committee):

(c) The Resolutions Committee:

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

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

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

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

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

***UBCM Resolutions Committee Comments:***

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

*Lens #1 - Resolutions that reaffirm existing policy*

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

Lens #2 - Resolutions outside of local government scope

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

Lens #3 - Resolutions that are unclear or poorly formatted

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

Lens #4 - Resolutions that are regional in focus

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

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

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

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

**Conference decision: Endorsed**



## 2026 AGM & CONVENTION

### TEMPLATE FOR A RESOLUTION

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

---

### TEMPLATE FOR A RESOLUTION

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

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

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

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

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



# **DRAFT Proposal to Establish the Metchosin Agricultural Alliance (MAA)**

**A Farmer-Led Non-Profit Advancing the Metchosin Agricultural Plan and a Resilient Regional Food System**

---

## **Executive Summary**

The Metchosin Agricultural Alliance (MAA) is a proposed farmer-led non-profit organization created to support the implementation of the District of Metchosin's Agricultural Area Plan, adopted in 2024. The Plan identifies the need for coordinated, long-term capacity to move recommendations from policy into action. At present, no existing organization has the mandate, governance structure, or operational focus required to fulfill this role.

The Alliance would serve as an arms-length, farmer-driven implementation partner, modeled on the successful Salt Spring Island Agricultural Alliance. Its core functions would include accessing grant funding, coordinating Agricultural Plan initiatives, supporting farmer collaboration, enabling participation in programs such as the Farmers' Market Nutrition Coupon Program, and assisting farms with agritourism development and tourism funding.

Guided by the values embedded in the Agricultural Plan, the Alliance would strengthen agricultural viability, protect farmland, support local food access, foster ecological stewardship, and build regional collaboration. Governance would prioritize active farmers, ensuring credibility, relevance, and practical decision-making.

The Metchosin Agricultural Alliance offers a pragmatic, non-partisan, and community-rooted mechanism to support farmers, implement adopted policy, and strengthen the long-term resilience of Metchosin's agricultural and food system.

## **1. Background and Rationale**

The Metchosin Agricultural Plan (2024) identifies the need for an organization dedicated to implementing its recommendations and providing long-term, coordinated support for the region's farming community. After extensive exploration by the Metchosin Agricultural Advisory

Committee (MAASC), no existing organization has the appropriate mandate, governance structure, or operational capacity to take on this proactive implementation role.

## **Limitations of Existing Local Organizations**

**Metchosin Producers Association (MPA)** operates the Metchosin Farmers Market but is not structured as a farmer-led implementation body. It has been unwilling to join the BC Association of Farmers' Markets (BCAFM), which prevents participation in the Farmers' Market Nutrition Coupon Program, a valuable tool for improving food access while supporting farm revenue.

**Metchosin Farmers Institute (MFI)** has been considered as a potential partner, but its work is primarily focused on managing the Luxton Fairgrounds, which is located outside of Metchosin. The organization is not farmer-driven and does not have the focus or capacity required to advance implementation of the Agricultural Plan.

**Metchosin Grown Society** is newly established with a primary focus on developing a community garden. While valuable, it does not currently have the capacity or resources to take on broader Agricultural Plan implementation.

Given these constraints, farmers and food producers require a new, farmer-led organization explicitly mandated to implement the Agricultural Plan.

This proposed approach is informed by the experience of the Salt Spring Island Agricultural Alliance (SSIAA), which emerged following the completion of Salt Spring Island's Agricultural Plan. Established in the mid-2010s as a direct outcome of that planning process, the SSIAA was created specifically to move the plan from policy into action. Over time, it has played a central role in coordinating farmers, securing grant funding, advancing farmland protection initiatives, supporting local food infrastructure, and serving as a consistent implementation partner for local government.

### **Key accomplishments of the Salt Spring Island Agricultural Alliance include:**

- Providing a stable, farmer-informed organizational home for Agricultural Plan implementation
- Successfully accessing regional and provincial funding for agricultural and food system initiatives
- Supporting local food access, education, and infrastructure projects
- Acting as a trusted liaison between farmers, community organizations, and local government

The Salt Spring experience demonstrates that Agricultural Plans are most effective when paired with a dedicated, arms-length, farmer-engaged organization responsible for implementation. The proposed Metchosin Agricultural Alliance is modeled on this proven approach, adapted to local context and capacity.

**Key takeaways informing this proposal include:**

- The importance of a clear implementation mandate distinct from advisory bodies
  - The value of farmer-majority governance to maintain credibility and relevance
  - The need for administrative capacity to access grants and manage projects
  - The benefit of serving as a long-term institutional anchor beyond electoral or staff turnover
  - The effectiveness of grounding work in shared values while remaining pragmatic and collaborative
- 

## **2. Purpose of the Metchosin Farmers Alliance (MFA)**

The MFA will be established to:

- Lead implementation of the Metchosin Agricultural Plan
- Establish an entity capable of applying for grants
- Create a farmer-driven governance structure for regional food systems work
- Qualify for BCAF membership and facilitate access to the Farmers' Market Nutrition Coupon Program
- Support agritourism development and help farmers access tourism funding
- Strengthen local food security while ensuring farmers are fairly compensated
- Foster regional collaboration
- Explore the potential to support, strengthen, or collaborate with the Metchosin Farmers Solidarity Fund

- Develop alternative, explicitly farmer-led market models
  - Foster ecological stewardship, climate resilience, and community education
- 

### **3. Values Framework and Alignment with the Metchosin Agricultural Plan**

The 2024 Metchosin Agricultural Plan articulates a clear set of values and priorities emphasizing farmer viability, protection of agricultural land, local food access, ecological stewardship, and community resilience. These values provide a strong and practical foundation for guiding implementation work in a way that is locally grounded, collaborative, and broadly supported.

The Metchosin Agricultural Alliance is guided by principles embedded within the Agricultural Plan, including:

- Local leadership and decision-making in agricultural and food system development
- Economic viability and dignity of farmers and food producers
- Long-term protection of farmland and ecological systems
- Short, resilient supply chains rooted in local and regional markets
- Equitable access to healthy, locally produced food
- Intergenerational knowledge-sharing and skills development

Together, these principles support a food system that is rooted in place, responsive to local needs, and capable of adapting to environmental, economic, and social change. By grounding its work in the Agricultural Plan, the Alliance translates policy objectives into coordinated, farmer-led action.

This values-based approach distinguishes the Alliance by offering an integrated mandate connecting agricultural viability, food access, land stewardship, and community well-being, while remaining pragmatic, non-partisan, and focused on implementation.

#### **Guiding Principles**

**Food as a Community Foundation**

Recognizing food and farming as essential to community health, culture, and long-term resilience.

**People-Centered Food Systems**

Prioritizing access to nutritious, locally produced, and culturally appropriate food while supporting community well-being.

**Knowledge, Skills, and Learning**

Supporting farmer-led learning, mentorship, intergenerational knowledge transfer, and innovation.

**Ecological Stewardship**

Working with natural systems to protect soil, water, biodiversity, and climate resilience.

**Valuing Food Producers**

Supporting dignity, safety, autonomy, and fair compensation for farmers and food producers.

**Local and Regional Food Networks**

Strengthening locally and regionally rooted food economies that reduce vulnerability and keep value within the community.

**Community-Based Governance**

Ensuring decisions affecting agriculture and food systems are guided by local knowledge and those directly engaged in farming and land stewardship.

---

## 4. Mandate and Core Activities

### 4.1 Implementing the Metchosin Agricultural Plan

In collaboration with the District of Metchosin and the Agricultural Advisory Committee, the Alliance will:

- Coordinate implementation of Agricultural Plan recommendations
- Access resources and funding to support aligned activities
- Facilitate farmer working groups on key issues (land access, climate resilience, new entrants, distribution, processing)
- Advocate for supportive agricultural policies

- Support monitoring and reporting of plan progress

## **4.2 Creating a Farmer-Driven, BCAFM-Aligned Market**

The MFA will:

- Apply for membership in the BC Association of Farmers' Markets
- Qualify for the Farmers' Market Nutrition Coupon Program
- Establish farmers-first market models where needed
- Emphasize transparency, local-first food, and farmer-led governance

## **4.3 Supporting Agritourism and Tourism Funding**

The Alliance will help farms:

- Develop agritourism offerings aligned with ALR and municipal regulations
- Access regional, provincial, and federal tourism funding
- Collaborate with tourism bodies to promote farm-based experiences
- Develop shared marketing resources, signage, and visitor information

Agritourism will be approached as a farmer-led strategy that strengthens farm viability while maintaining agricultural integrity.

## **4.4 Metchosin Farmers Solidarity Fund**

The Metchosin Farmers Solidarity Fund supports farms in providing fresh food to low-income community members.

Any role for the Alliance in housing, administering, or expanding the Fund would be exploratory and contingent on stakeholder interest and consent.

Potential supports include:

- Administrative and governance capacity

- Grant access and coordinated fundraising
- Support for fair farmer compensation
- Thoughtful program expansion

## **4.5 Regional Partnerships**

The Alliance seeks collaboration with:

- East Sooke community partners
  - Sc'ianew First Nation
  - The Cities of Colwood and Langford
  - South Island Farmers Institute
  - The Metchosin Foundation
  - Capital Regional District
  - Other aligned regional partners
- 

## **5. Potential Initial Membership and Organizing Working Group**

### **Potential Initial Organizing Working Group**

- *Robin – Sea Bluff Farm*
- *Alex – Wind Whipped Farm*
- *Andrew – Bilston Creek Farm*
- *Peter – Benacre Farm*

### ***Potential Members to Invite***

- *Heather – Umi Nami*
  - *Nate – Sweet Beans*
  - *Amber – Brass Bell (East Sooke)*
  - *Robin – West Coast Mycology*
  - *Adam – Roaming Raven*
  - *Representative(s) – Lobrunner Farm (Langford)*
  - *Representative - Parry Bay Sheep Farm*
  - *Representative - Stillmeadow Farm*
- 

## **6. Steps to Incorporation (BC Non-Profit Society)**

- Form an organizing working group
- Confirm organizational name
- Draft constitution and bylaws
- Incorporate under the BC Societies Act
- Elect an initial farmer-majority Board
- Establish banking and financial policies
- Develop a 1–3 year strategic plan
- Apply for BCAFM membership
- Launch communications and outreach

### **Draft Purpose Statement**

The purpose of the Metchosin Agricultural Alliance is to advance the implementation of the Metchosin Agricultural Plan by supporting farmer-led initiatives that strengthen agricultural viability, local food systems, ecological

stewardship, and community resilience. The Alliance works collaboratively to support farmers through capacity-building and agritourism development, improve access to local food, and provide a coordinated vehicle for funding, partnerships, and long-term implementation.

---

## **7. Conclusion**

The Metchosin Farmers Alliance represents a timely and necessary step forward for the region's agricultural future. By creating a farmer-led organization dedicated to implementing the Metchosin Agricultural Plan, supporting agritourism, and expanding access to local food, the Alliance will strengthen farmer viability, community resilience, and ecological stewardship.

---

*Below is a BC Registries–ready, BC Societies Act (post-2016) compliant version of the Constitution and Bylaws for the Metchosin Agricultural Alliance (MAA) suitable for direct entry into the online incorporation system.*

## **DRAFT CONSTITUTION**

### **Metchosin Agricultural Alliance**

#### **1. Name**

The name of the Society is **Metchosin Agricultural Alliance**.

#### **2. Purposes**

The purposes of the Society are:

- a. To advance the implementation of the Metchosin Agricultural Plan through farmer-led initiatives, collaboration, and regional coordination.
- b. To strengthen locally and regionally rooted food systems that support agricultural viability, community resilience, and equitable access to local food.
- c. To support farmers and food producers through capacity-building, shared resources, education, and collaboration, including assistance with agritourism development and access to tourism-related funding.
- d. To operate or partner in the creation of farmer-driven markets, including those eligible for the Farmers' Market Nutrition Coupon Program and aligned with BC Association of Farmers' Markets standards.
- e. To promote environmentally regenerative, economically viable, and culturally respectful farming and land stewardship practices.
- f. To explore opportunities to support, strengthen, or collaborate with the Metchosin Farmers Solidarity Fund, subject to alignment and interest from participating farmers and partners.
- g. To foster collaborative relationships with neighbouring communities, First Nations, regional governments, and aligned organizations in support of shared agricultural and food system goals.

#### **3. Dissolution**

Upon winding up or dissolution of the Society, any remaining assets shall be distributed to one or more qualified non-profit or charitable organizations with purposes aligned with those of the Society, as determined by the members at a general meeting.

---

# **DRAFT BYLAWS**

## **Metchosin Agricultural Alliance**

### **1. Definitions**

In these bylaws, unless the context otherwise requires:

- “Act” means the BC Societies Act.
  - “Board” means the Board of Directors of the Society.
  - “Director” means a member of the Board.
  - “Society” means the Metchosin Agricultural Alliance.
- 

### **2. Membership**

#### 2.1 Eligibility

Membership is open to farmers, food producers, land stewards, and aligned community partners within Metchosin and the surrounding region who support the purposes of the Society.

#### 2.2 Voting Membership

Voting membership is limited to active farmers and food producers.

#### 2.3 Responsibilities of Members

All members must:

- a. Support the purposes and bylaws of the Society.
  - b. Act in good faith and with respect toward other members.
  - c. Contribute constructively to the objectives of the Society.
- 

### **3. Meetings of Members**

#### 3.1 Annual General Meeting

The Society shall hold an Annual General Meeting in accordance with the Act.

#### 3.2 General Meetings

General meetings may be called by:

- a. The Board, or
- b. At least ten percent (10%) of the voting members submitting a written request.

### 3.3 Quorum

Quorum for a general meeting is twenty-five percent (25%) of voting members present in person or by permitted electronic means.

---

## 4. Board of Directors

### 4.1 Composition

The Board shall consist of not fewer than five (5) and not more than nine (9) Directors elected at the Annual General Meeting.

A majority of Directors must be active farmers or food producers.

### 4.2 Officers

The Board shall appoint from among its Directors the following officers:

Chair, Vice-Chair, Secretary, and Treasurer.

One person may hold more than one office, except that the Chair and Treasurer may not be the same person.

### 4.3 Powers and Duties

The Board shall manage the affairs of the Society and may:

- a. Establish committees and working groups.
  - b. Hire staff or contractors.
  - c. Enter into agreements consistent with the purposes of the Society.
- 

## 5. Decision-Making

### 5.1 Board Decisions

The Board shall strive for consensus. If consensus cannot be reached, decisions shall be made by a simple majority vote.

### 5.2 Member Decisions

Decisions requiring member approval shall be made by a simple majority, unless otherwise required by the Act or these bylaws.

### 5.3 Bylaw Amendments

Bylaw amendments require approval by two-thirds (2/3) of voting members present at a general meeting.

---

## **6. Financial Management**

### **6.1 Financial Records**

The Treasurer shall ensure that accurate financial records are maintained and that annual financial statements are presented to members at the Annual General Meeting.

### **6.2 Financial Authority**

The Society may apply for grants, receive donations, fundraise, and operate programs consistent with its purposes.

### **6.3 Signing Authority**

All financial transactions require the signatures of two authorized officers, as determined by Board resolution.

---

## **7. Committees and Working Groups**

The Board may establish committees or working groups to advance the purposes of the Society, including but not limited to Agricultural Plan implementation, agritourism, market development, farmland stewardship, and community food access initiatives.

Committees shall report to the Board and operate under terms of reference approved by the Board.

---

## **8. Code of Conduct**

Members and Directors shall:

- a. Communicate respectfully and constructively.
- b. Act in the best interests of the Society.
- c. Avoid conflicts of interest or disclose them where they arise.

The Board may suspend or revoke membership for cause, following a fair and transparent process.

---

## **9. Conflict of Interest**

Directors must disclose any real or perceived conflict of interest and recuse themselves from related decision-making, in accordance with the Act and Board policy.

---

## **10. Records**

The Society shall maintain records as required by the Act. Members may inspect records in accordance with the Act.