



File No. 0540-20

CLIMATE CHANGE ACTION COMMITTEE MEETING


Friday, June 21, 2019 at 1:00 pm

Location: *Council Chambers*

2205 Otter Point Road, Sooke, BC

Agenda

Item	Page #
1. Call to Order	
2. Approval of Agenda	
3. Introduction of Chair and Members <ul style="list-style-type: none">Chair:<ul style="list-style-type: none">Councillor St-PierreMembers:<ul style="list-style-type: none">Adrienne WassAndrew MooreCatherine KeoganChristina SchlattnerDiane BernardEric NolanKyle TopelkoRoland AlcockSusan ClarkeStaff:<ul style="list-style-type: none">Laura HooperPatti Rear	
4. Terms of Reference <ul style="list-style-type: none">ReviewDiscussion: Meeting Schedule	1
5. Draft Council Procedure Bylaw <ul style="list-style-type: none">Review	3
6. Assigned Business <ul style="list-style-type: none">Discussion	27
7. Next Meeting: <ul style="list-style-type: none">	
8. Adjournment	

	TERMS OF REFERENCE
	Climate Change Action Committee
	Date Adopted: April 23, 2019
Historical Changes: n/a	

Purpose:

The purpose of the Climate Change Action Committee is to provide advice to Council and recommend policies that will assist the District in achieving its aspiration to be carbon neutral by 2030.

Mandate:

Specific responsibilities of the Committee include, but are not limited to, the following:

- Inspire and sustain community commitment to achieving the District's climate action objectives;
- Identify and provide recommendations on climate adaptation and mitigation options;
- Identify opportunities and make recommendations on ways to build local climate action awareness and promote environmental stewardship within the community;
- Identify opportunities and make recommendations on innovative projects to help achieve carbon neutrality and where appropriate, develop and implement said projects;
- Providing a local perspective on the environment while giving due consideration to the balance between social, environmental and economic aspects;
- To advise Council on issues of environmental importance to community partners and stakeholder groups of the community at large;
- Communicate and develop relationships with organizations beyond the District of Sooke for the purpose of exchanging ideas, experiences, plans and successes;
- Provide recommendations and feedback on other climate change issues, as directed by Council, including environmental bylaws and policies;

Membership:

The membership will consist of up to ten (10) members including:

- One (1) member of Council to serve as Chair, appointed by the Mayor; and
- Nine (9) community representatives appointed by the Council.

Term:

Members shall be appointed by Council resolution to a one year term, ending December 1st of each year, except for in a year of a general local election, in which case members' appointments expire on November 1st.

Meetings:

The Committee will meet once a month, the day and time to be determined by the committee members. No meetings are held during the summer and winter breaks (July, August and December). Special meetings may be held at the call of the Chair. The meeting rules and procedures will be in accordance with the Council Procedure Bylaw.

Staff Support:

The Parks and Environmental Services Department will be the primary contact and will provide, or delegate, the required professional support. The Corporate Services Department will provide secretarial and administrative support.



DISTRICT OF SOOKE COUNCIL PROCEDURE BYLAW NO.728, 2019

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DISTRICT OF SOOKE

BYLAW No. 728

COUNCIL PROCEDURE BYLAW, 2019

A bylaw to establish the rules of proceedings for the Council of the District of Sooke pursuant to the *Community Charter* and *Local Government Act*.

WHEREAS the District of Sooke must by bylaw, under Section 124 of the *Community Charter*, establish the general procedures to be followed by council and council committees in conducting their business;

AND WHEREAS matters pertaining to Council proceedings are governed by the *Community Charter*, including those provisions found in Division 2 of Part 5 [Council Proceedings] and Division 3 of Part 4 [Open Meetings];

AND WHEREAS matters pertaining to bylaw proceedings are governed by the *Community Charter* including those provisions found in Division 3 of Part 5 [Bylaw Procedures] and the *Local Government Act*, including those provisions found in Division 3 of Part 14 [Public Hearings on Planning and Land Use Bylaws] and Division 4 of Part 14 [Zoning Bylaws];

NOW, THEREFORE, the Council of District of Sooke, in open meeting assembled, **ENACTS AS FOLLOWS:**

PART 1 – INTRODUCTION

Citation

1. This bylaw is cited as *Council Procedure Bylaw No. 728, 2019*.

Definitions

2. In this bylaw,

Acting Mayor means the Member who is responsible for acting in the place of the Mayor when the office of the Mayor is vacant;

Chair means the Mayor, Acting Mayor, or presiding Member appointed under the *Community Charter* or this bylaw, who is chairing a meeting;

Commission means a municipal commission established under s.143 of the *Community Charter*;

Committee means a standing, select, or other committee of Council, but does not include COTW;

Committee of the Whole (COTW) means the committee of which the Mayor and all Councillors are Members;

Corporate Officer means the municipal employee appointed as Corporate Officer for the District and who is also the Corporate Officer for the purposes of the *Community Charter* and this bylaw;

Council means the Council of the District of Sooke;

Council Chambers means the District of Sooke Council Chambers located on the third floor at 2225 Otter Point Road, Sooke, British Columbia;

Deputy Mayor means the Member who is responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act;

District means the District of Sooke;

District Website means the information resource found at an internet address provided by the District;

Closed refers to a meeting of Council that is closed to the public under s. 90 of the *Community Charter*;

Mayor means the Mayor of the District of Sooke;

Member means the Mayor or a Councillor;

Municipal Hall means the District of Sooke Municipal Hall located at 2205 Otter Point Road, Sooke, British Columbia;

Point of Order means a procedure by which a Member interrupts another speaker to ask the Chair to rule on a procedural matter immediately;

Public Delegation means a delegation request from a Member of the public and does not include the quarterly reports provided by the Sooke RCMP Officer in Charge nor the Sooke Fire Chief.

Public Notice Posting Places means the notice board located outside the main entrance to the Municipal Hall, and on the District website, unless having made reasonable efforts the Corporate Officer is unable to effect such posting to the website;

Select Committee is a committee of which at least one Member must be a Council Member and includes advisory committees;

Standing Committee is a committee of which at least half the Members are Council Members.

Interpretation

3. (1) Except as otherwise defined in this bylaw, words or phrases herein shall be construed in accordance with their meanings under the *Community Charter*, *Local Government Act*, and *Interpretation Act*, as the context and circumstances may require.

- (2) Words in the singular include the plural and gender specific terms include all genders.
- (3) A reference to a statute in this bylaw refers to a statute of British Columbia and a reference to any enactment refers to that enactment as it may be amended or replaced from time to time.
- (4) Headings in this bylaw are for convenience only and do not define or limit its scope or intent of this bylaw.

Application of rules of procedure

- 4. (1) The provisions of this bylaw govern the proceedings of Council, COTW, standing committees, select or other committees and commissions established by Council, as applicable.
- (2) In cases not provided for under this bylaw, the current edition of ***Robert's Rules of Order Newly Revised***, apply to the proceedings of those meetings referred to in subsection (1), to the extent that those Rules are:
 - (a) applicable in the circumstances; and
 - (b) not inconsistent with provisions of this bylaw, or the *Community Charter* or the *Local Government Act*.

PART 2 – COUNCIL MEETINGS

Inaugural Meeting

- 5. (1) Following a general local election, the first Council meeting must be held on the first Monday in November.
- (2) 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.

Time and location of meetings

- 6. (1) All Council meetings must take place within the Municipal Hall Council Chambers except when Council resolves to hold meetings elsewhere.
- (2) Regular Council meetings shall:
 - (a) be held on the second and fourth Monday of each month, except in the month of August, in which no regular meetings shall be held;
 - (b) when such meeting falls on a statutory holiday, be held on the next day Municipal Hall is open following which is not a statutory holiday;

- (c) begin at 7:00 pm or immediately following a public hearing, if scheduled; and
 - (d) be adjourned at 11:00 pm on the day scheduled for the meeting unless by an affirmative vote of the majority of the Council Members present, resolves to proceed beyond that time.
- (3) During a Council meeting, the Mayor may declare a recess for a short period and state the approximate time that the meeting will be reconvened.
- (4) Regular Council meetings may be cancelled by Council resolution, or postponed to a different day, time and place by the Mayor, provided the Corporate Officer is given at least two (2) days written notice.

Notice of Council Meetings

- 7. (1) In accordance with the *Community Charter*, Council must, make available and give notice annually, a schedule of the date, time and place of regular Council meetings.

Calling of Special Council Meeting

- 8. (1) A Special Council meeting may be called in accordance with the *Community Charter*.

Notice of Special Council meetings

- 9. (1) Except where notice of a special meeting is waived by unanimous vote of all council Members in accordance with the *Community Charter*, a notice of the date, time, and place of a Special Council meeting must be given at least 24 hours before the time of meeting, by:
 - (a) posting a copy of the notice outside the entrance to the Council Chambers;
 - (b) posting a copy of the notice at the Public Notice Posting Places; and
 - (c) emailing or placing a copy of the notice in the Council Member's mailbox at Municipal Hall, as the preference may be for each Council Member.
- (2) The notice under subsection (1) must describe in general terms the purpose of the meeting and be signed by the Member(s) calling the meeting or the Corporate Officer.

Electronic Meetings

10. (1) Subject to the *Community Charter*,
- (a) a Member of Council or a Committee Member who is unable to attend at a Council meeting or committee meeting, as applicable, may participate in the meeting by means of visual and audio electronic or other communication facilities, or
 - (b) a Special Council meeting to deal with an urgent matter may be conducted by means of visual and audio electronic or other communication facilities.
- (2) The Member presiding at a Special Council meeting must not participate electronically.
- (3) No more than one (1) Member of Council or committee at one time may participate at a meeting under subsection 1(a).
- (4) The facilities referred to in subsection (1) must enable the meeting's participants to hear, or watch and hear each other.
- (5) A designated municipal officer must be in attendance at the place and time designated for the public to hear, or watch and hear the proceedings that are open to the public.
- (6) A Member of Council may participate electronically or be absent from no more than two (2) consecutive regular council meetings, unless the absence is because of illness or injury or has obtained leave approval of the Council.
- (7) A meeting at which there is electronic participation must not include any of the following:
- (a) a public hearing to which section 464 of the *Local Government Act* applies; and
 - (b) hearings for a heritage conservation matters under Part 14 of the *Local Government Act*.

Designation of Member to act in place of Mayor

11. (1) Annually, by December 31, Council must from amongst its Members designate Councillors to serve on a two month rotating basis, as Deputy Mayor to act in the place of the Mayor when the Mayor is absent or otherwise unable to act.
- (2) If both the Mayor and the Member designated under subsection (1) are absent or otherwise unable to act, the Council Member who is next on the rotation shall be the Deputy Mayor.

- (3) Further to subsections (1) and (2), in the event the Office of the Mayor becomes vacant, the Council may designate a Member as Acting Mayor and such Acting Mayor shall continue in office until such time as another Mayor is elected or otherwise appointed.
- (4) Further to subsections (1) and (2), in the event the Mayor is absent or unable to act for a minimum of six (6) months, the Council may designate a Member as Acting Mayor and such Acting Mayor shall continue in the office until such time as the Mayor returns, vacates the office, or the position of Acting Mayor is otherwise appointed.
- (5) Each Council Member designated under subsection (1) through (4) has the same powers and duties as the Mayor in relation to the applicable matter.

Attendance of Public at Meetings

- 12. (1) Except where the provisions of section 90 of the *Community Charter* apply, all Council meetings must be open to the public.
- (2) The Mayor or the Councillor designated as the Member responsible for acting in the place of the Mayor under section 11 of this bylaw, may expel or exclude from a Council meeting a person in accordance with the *Community Charter*.

Attendance at Closed Meetings

- 13. (1) Council may allow one or more Municipal Officers or employees to attend or exclude them from attending closed meetings, as it considers appropriate.
- (2) Council may allow a person other than a Municipal Officer or employee to attend a closed meeting if Council considers this necessary, and in the case of closed meetings under section (90)(2) of the *Community Charter* if the Council considers it necessary, the person already has knowledge of the confidential information or is a lawyer attending to provide legal advice in relation to the matter.
- (3) The minutes of a closed meeting must record the names of all persons in attendance.

Minutes of Meetings to be Maintained and Available to Public

- 14. (1) Minutes of all meetings of Council and COTW are the responsibility of the Corporate Officer and must be:
 - (a) legibly recorded and represent a summary of the proceedings;
 - (b) certified as accurate by the Corporate Officer; and
 - (c) signed by the Mayor or other Member presiding at the meeting.

- (2) The Corporate Officer may make minor amendments to approved minutes including, but not limited to typographical errors, sequential numbering errors, grammatical errors or completing missing information, as long as it does not change the intent of Council.

Calling meeting to order

15. (1) As soon after the time specified for a Council meeting and if there is a quorum present, the Mayor or where the Mayor is absent, the Deputy Mayor, must take the Chair and call such meeting to order.

Adjourning meeting where no quorum

16. (1) If there is no quorum of Council present within fifteen (15) minutes of the scheduled time for a Council meeting, the Corporate Officer must record the names of the Members present and those absent, and the Council shall stand adjourned until the next scheduled meeting.
- (2) If a quorum of Council is lost during a meeting the Corporate Officer must record the names of the Members present and those absent, and temporarily adjourn the meeting until a quorum is present. If a quorum does not reconvene, subsection (1) applies.

Mayor or Deputy Mayor Arrives after Commencement

17. (1) If the Mayor arrives after commencement of a meeting, he or she will preside upon arrival.
- (2) Subject to section 11, if the Deputy Mayor arrives after commencement of a meeting, he or she will preside upon arrival.

Agenda

18. (1) Prior to each Council meeting, the Corporate Officer must prepare an Agenda setting out the items for consideration at that meeting.
- (2) The deadline for submissions by Council, staff, and the public to the Corporate Officer of items for inclusion of a meeting of Council, other than a special meeting, must be 4:30 pm on the Tuesday prior to the meeting.
- (3) The Corporate Officer must make the agenda available by posting it to the Public Notice Posting Places by noon on the Friday prior to the meeting.

Addition of Agenda Items

19. (1) Any Member may in a meeting, without notice, request the addition of an item of business not on the agenda which the Member deems to be urgent.
- (2) The Mayor will, at the time the Council considers approval of the posted agenda, query whether any Member of Council wishes to add an item of business. The Member must make the request at the time the Council considers approval of the posted agenda.
- (3) The Member must, when making the request, inform the Council of the general nature of the business and the reason for urgent consideration.
- (4) The Mayor must immediately call a vote on the request, which must be granted by a majority of the Council Members present who vote in the affirmative.
- (5) If the request is approved the item of business must be placed on the agenda as New Business, at which time the Member must present any supporting information on which the Member intends to rely.

Consent Agenda Items

20. (1) Items listed in the Consent Agenda are considered for approval in one motion, unless a Member of Council wishes to debate an item and requests that it be excluded. The rule of order establishing a consent agenda provides that consent agenda items may be considered in total and without debate or amendment.
- (2) If an item is excluded from the Consent Agenda by Council, it will be considered as an agenda item under the appropriate section at their discretion and without resolution, to discuss such items in more detail or to provide motion on the item(s) excluded.
- (3) Items under the Consent Agenda may include, but not limited to:
- (a) Minutes from committees, commissions and Capital Regional District meetings;
 - (b) Correspondence, including petitions;
 - (c) Information only reports.

Order of Business

21. (1) The agenda for all regular Council meetings contains the following matters in the order in which they are listed below:
- (a) Call to Order
 - (b) First Nation Recognition
 - (c) Public and Statutory Hearings

- (d) Approval of Agenda
- (e) Adoption of Minutes
- (f) Delegations
 - i. RCMP Officer in Charge and/or Fire Chief Quarterly Report
 - ii. Public
- (g) Report of the Chief Administrative Officer
- (h) Public Question and Comment Period
- (i) Consent Agenda
- (j) Reports
- (k) Bylaws
- (l) New Business
- (m) Correspondence, requiring action
- (n) Council Verbal Reports
- (o) Release of Closed Meeting Resolutions
- (p) Motion to close the meeting to the public, if required
- (q) Adjournment
- (3) When preparing the agenda prior to the meeting, the Mayor and the Corporate Officer may in their discretion:
 - (a) vary the order set out in subsection (1);
 - (b) delete agenda headings if there is no business under those items.
- (4) A Public Hearing may be held at another time and place, as specified by Council resolution.

Delegations

22. (1) Any person(s) or organization wishing to appear as a delegation before Council, shall submit to the Corporate Officer a written delegation request no later than 4:30 pm on the Tuesday prior to the regular meeting at which Council will hear the delegation.
- (2) A maximum of two (2) public delegations are permitted at each regular Council meeting.
- (3) Each delegation must be limited to five (5) minutes unless an extension is agreed to by a majority vote of those Members present.
- (4) Person(s) of delegations must follow rules of conduct under sections 31 and 32 of this bylaw.

- (5) The Corporate Officer may schedule delegations to another Council meeting, committee or COTW, as deemed appropriate according to the subject matter of the delegation.
- (6) Council or the Corporate Officer may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council or if the same subject matter has been presented by the same individual or delegation in the past six (6) months. If the delegation wishes to appeal the decision, the information must be distributed under separate cover to Council for their consideration. A majority of Council must support the delegation being placed on a future agenda.
- (7) Council may take action following a delegation.

Public Question and Comment Period

- 23. (1) Public Question and Comment Period is limited to ten (10) minutes in duration, unless extended by the affirmative vote of a majority of the Council Members present.
- (2) Each Member of the public may have two (2) minutes during the Public Question and Comment Period to address Council regarding items on the agenda for the meeting, unless prohibited elsewhere in accordance to this bylaw or any other enactments, or extended by Council.
- (3) A Member of the public wishing to address Council must do so in accordance with section 31 and 32, and begin their presentation by stating their own name and resident municipality.
- (4) 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.
- (5) The Chair may refer Members of the public to the appropriate department or committee for response.

Bylaws

- 24. (1) 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, unless resolved by the affirmative vote of a majority of the Council Members present to waive this requirement.
- (2) A bylaw introduced at a Council meeting must:
 - (a) be printed;
 - (b) have a distinguishing name and number;
 - (c) contain an introductory statement of purpose; and
 - (d) be divided into sections.

- (3) Council must consider a proposed bylaw at a Council meeting either:
 - (a) separately when directed by the Chair or requested by another Council Member, or
 - (b) jointly with other proposed bylaws in the sequence determined by the presiding Member.

Reading and adopting bylaws

- 25. (1) The readings of a bylaw may be given by stating its title and object.
- (2) Subject to this bylaw and any enactments, the Council may give a bylaw first, second and third reading at the same meeting, by one motion for all three readings, unless otherwise determined by Council.
- (3) Subject to this Bylaw and any enactments, the Council may give three readings to more than one bylaw in a single motion.
- (4) Unless expressly authorized to do so by statute, Council may not adopt a bylaw at the same meeting at which it gives third reading.
- (5) Subject to this Bylaw and any enactments, the Council may adopt more than one bylaw in a single motion.
- (6) The Council may postpone consideration of a bylaw to a later time ("table") or date ("defer") following a vote on any reading.
- (7) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*. If the bylaw has been amended, the motion at the reading shall be "to give the bylaw (second or third) reading as amended."
- (8) The Corporate Officer may consolidate one or more of the bylaws of the municipality in accordance with the *Community Charter*.
- (9) 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 and endorse upon it:
 - (a) the dates of its readings and adoption; and,
 - (b) the date of Ministerial approval or approval of the electorate, if applicable.

Reports from Committees

- 26. (1) Council may take any of the following actions in connection with a resolution it receives from COTW or any of its committees:
 - (a) agree or disagree with the resolution;

- (b) amend the resolution;
- (c) refer the resolution back to the originating committee or commission or to another committee or commission; or
- (d) defer its consideration of the resolution.

Motions and amendments of motions

27. (1) Council may debate and vote on a motion only if it is first made by one Council Member and then seconded by another.
- (2) After a motion has been seconded it shall be deemed to be in the hands of Council but the mover may, with the permission of the seconder, withdraw the motion at any time before the decision or amendment.
- (3) A Council Member may make only the following motions, when the Council is considering a question:
- (a) to refer to committee or staff;
 - (b) to amend;
 - (c) to lay on the table (set aside temporarily for consideration later in the same meeting);
 - (d) to postpone indefinitely;
 - (e) to defer to a future meeting date;
 - (f) to move the previous question;
 - (g) to adjourn.
- (4) A motion made under subsection (3)(c) to (g) is not amendable or debatable.
- (5) 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.

Motion for the main question

28. (1) In this section, "main question", in relation to a matter, means the motion that first brings the matter before the Council.
- (2) At a Council meeting, the following rules apply to a motion for the main question, or for the main question as amended:
- (a) 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

- (b) if the motion for the main question, or for the main question as amended, is decided in the:
 - i. negative, the Council may again debate the question, but the amendment cannot be proposed again or proceed to other business; or
 - ii. positive, a Council Member may propose an amendment to an adopted admendment.

Recording of Votes

29. The following applies to the recording of votes:

- (1) The Chair must declare the results of voting.
- (2) The Corporate Officer must record in the minutes for the meeting the name of each Council Member present and the way in which each Member voted on the question.
- (3) Unless excused as a result of not being entitled to vote under the *Community Charter*, no Member may leave a meeting once a vote on a matter has been called.

Effect of Abstention from Voting or Tie Vote

30. (1) Any Member present who does not indicate their objection shall be deemed to have voted in the affirmative on the question.
- (2) If the votes of the Members present at a Council meeting at the time of the vote are equal for and against a motion, the motion is defeated.

Conduct and debate

Council Members:

31. (1) A Member may speak to a question or motion at a Council meeting only if that Member first addresses the Chair.
- (2) Members must address the Chair by that person's title of Mayor, Acting Mayor, Deputy Mayor, or Councillor.
- (3) No Member may speak in a meeting until the Chair has recognized the Member.
- (4) If two or more Members wish to speak at the same time, the Chair may designate the order in which each is to speak.
- (5) The Mayor may speak at a meeting at any time without leave, but may not interrupt a Member except to restore order.
- (6) Members must address other non-presiding Members by the title Councillor.
- (7) Members must speak only to an item of business on the agenda called for consideration by the Chair;

- (8) Members must not speak to a matter already disposed of by the Council except on a motion for reconsideration in accordance with section 34.

Suspension of the Rules:

- (9) At any time during a meeting Council may resolve in respect of a matter or matters on the agenda that "The rules are suspended" with respect to procedure, in which case the following shall apply:
 - (a) the number of times a Member may speak on any matter is not limited; or
 - (b) a Member of the public may be invited by the Chair to speak on a matter before Council.

Public Speakers and Delegates:

- (10) A public person must address the Mayor as Mr. Mayor or Madam Mayor, as the case may be, or "Your Worship".
- (11) Subject to section 11, a public person must address the Deputy Mayor or Acting Mayor, accordingly.
- (12) A public person must address a Councillor by that Councillor's surname preceded by "Councillor".
- (13) Where a public hearing is required under an enactment as a prerequisite for the adoption of a bylaw, a Member of the public is only permitted to address Council on the matter after second reading and before the completion of the public hearing for that bylaw.
- (14) Delegations are not permitted for subject matters which will be provided their own opportunity for public input (ie. Grant applications, bylaws for which public input will be sought, etc.)

Improper Conduct

- 32. (1) No Member or person attending the meeting may interrupt a Member who is speaking, except that a Member may raise a Point of Order.
- (2) No Member or person attending the meeting may cause a disturbance, disrupt or in any manner delay the conduct of business at a meeting.
- (3) No Member or person permitted or invited to speak on any matter coming before the Council or a Committee may use rude or offensive language or, by the tone of manner of speaking, express any point of view or opinion or make any allegation which, directly or indirectly, reflects negatively upon the public conduct or private character of any person.

- (4) If a person, other than a Member, resists or disobeys an order of the Mayor or other presiding Member to leave a meeting, that person may be removed by a peace officer at the direction of the Mayor or other person presiding.
- (5) The following rules apply to limit speech on matters being considered at a Council meeting:
 - (a) a Member may speak more than once in connection with the same question only:
 - i. with the permission of Council, or
 - ii. if the Member is explaining a material part of a previous speech without introducing a new matter;
 - (b) a Member who has made a substantive motion to the Council may reply to the debate;
 - (c) a Member who has moved an amendment, the previous question, or an instruction to a committee may not reply to the debate;
 - (d) a Member may speak to a question, or may speak in reply, for longer than a total time of five (5) minutes only with the permission of Council.
- (6) Permission to leave a meeting prior to adjournment must be sought from the Chair.

Points of order

- 33. (1) Without limiting the presiding Member's duty under the *Community Charter*, a Member may raise a Point of Order at any time.
- (2) When a Point of Order is raised, the Chair must:
 - (a) interrupt a matter of consideration on the agenda;
 - (b) interrupt a Member who had been speaking, until the Point of Order is ruled upon;
 - (c) ask the Member raising the Point of Order to state the substance of and the basis for the Point of Order;
 - (d) state the provision of the bylaw or other Rule of Order applicable to the Point of Order, which the Chair must do at once with debate.
- (3) If the ruling of the Chair is challenged, the Chair must put the challenge to a vote.
- (4) If a Member puts a question to the Chair regarding any matter connected to the affairs of the Council or the District, the Chair may respond, or may:

- (a) require the Member to put the question in writing, and
- (b) may take the question on notice and respond during the next regular meeting.

Reconsideration by Council Member

34. (1) In accordance to the *Community Charter* and subsection (6), the Mayor may require Council reconsideration of a matter within 30 days after its adoption.
- (2) Notwithstanding subsection (1) and section 36 of this bylaw, a Council Member may, at the next Council meeting:
- (a) move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken; or
 - (b) move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption.
- (3) A Council Member who voted affirmatively for a resolution adopted by Council may at any time move to rescind that resolution.
- (4) Council must not discuss the main matter referred to in subsection (2) unless a motion to reconsider that matter is adopted in the affirmative.
- (5) A vote to reconsider must not be reconsidered.
- (6) Council may only reconsider a matter that has not:
- (a) had the approval or assent of the electors and been adopted;
 - (b) been reconsidered under this section; or
 - (c) been acted on by an officer, employee, or agent of the District.
- (7) On a reconsideration under this section, the Council:
- (a) Must deal with the matter as soon as convenient; and
 - (b) On that reconsideration, has the same authority it had in its original consideration of the matter, subject to the same conditions that applied to the original consideration.
- (8) If the original decision was the adoption of the bylaw or resolution and that decision is rejected on reconsideration, the bylaw or resolution is of no effect and is deemed to be repealed.
- (9) A bylaw, resolution, or proceeding that is reaffirmed under subsection (1) or (2) is as valid and has the same effect as it had before reconsideration.

Notice of Motion

35. (1) A Notice of Motion may be introduced by a Member of Council at a Council meeting only if a written copy of the motion has been delivered to the Mayor or Corporate Officer at least 24 hours before the Council meeting, or if all Council Members present at the meeting agree to waive this requirement.
- (2) Upon the motion being acknowledged in a meeting of Council by the Chair, the motion shall appear in the minutes of the meeting and be considered on the agenda of the next regular Council meeting or a subsequent meeting if additional time or information is required.

Appeal

36. (1) Wherever Council has delegated specific powers, duties and functions in a District bylaw to a staff Member, this part will apply.
- (2) If a person wants Council to reconsider a decision made by a District employee or committee to whom Council has delegated its powers, duties or functions, that person must submit a written request to the Corporate Officer. The reconsideration will be scheduled for a Council meeting as soon as all information necessary for the reconsideration can be prepared and distributed to Council.
- (3) The written request for reconsideration must contain the reasons why the person wishes to have the matter reconsidered.
- (4) The person requesting the reconsideration is entitled to receive a copy of any report which is submitted by District staff in response to the request for reconsideration in advance of the Council meeting at which the reconsideration will take place.
- (5) The person requesting the reconsideration may appear before Council at the Council meeting at which the reconsideration is taking place in order to present his or her position to Council.
- (6) When deliberating over the reconsideration, Council has the same authority that it delegated to the staff Member.

PART 3 - COMMITTEE OF THE WHOLE

Committee of Whole (COTW) Meetings

37. (1) COTW meetings may:
- (a) be held on the first and third Monday of each month or when such meeting falls on a statutory holiday, be held on the next day Municipal Hall is open following which is not a statutory holiday;
 - (b) begin at 7:00 pm; and
 - (c) be adjourned at 10:00 pm on the day scheduled for the meeting unless Council resolves to proceed beyond that time.
- (2) The Mayor or Corporate Officer may cancel a COTW meeting.
- (3) Prior to each COTW meeting, the Corporate Officer must prepare an agenda in accordance with the requirements of section 18.

Proceeding into COTW

38. (1) At any time during a Council meeting, Council may, by resolution, proceed into a COTW meeting.
- (2) In addition to section 35 and subsection (1), 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.

Quorum and Chair

39. (1) The Mayor must preside in a Committee of the Whole meeting as the Chair. If the Mayor is absent, the Deputy Mayor must preside in the meeting as the Chair, unless another Member is appointed to chair the meeting.
- (2) A quorum of the Committee of the Whole is four Members (a majority of all Council Members).

Notice for COTW meetings

40. (1) Subject to subsection (2) a notice of the day, hour and place of a COTW meeting must be given at least 24 hours before the time of the meeting by providing notice in accordance with section 9(1)(a) through (c) of this bylaw.
- (2) Subsection (1) does not apply to a COTW meeting that is called during a Council meeting in accordance to section 38(1), for which public notice has been given under section 7 or 8 of this bylaw.

Proceedings at COTW Meetings

Members:

41. (1) The rules of Council procedure must be observed in a Committee of the Whole meeting so far as applicable, except that:
- (a) A Member may speak any number of times on the same question provided they do not speak longer than a total of 10 minutes on any one question;
 - (b) If a matter that was considered by the Committee of the Whole has been concluded the Committee of the Whole must not consider a motion to adjourn unless and until it has first considered a motion to either:
 - i. Rise and report to the next Council meeting, or
 - ii. Rise and report.
 - (c) A motion in Committee of the Whole to rise without reporting shall always be in order, and shall take precedence over any other motion. On such motion, debate shall be allowed but no Member shall speak more than once to such motion.
 - (d) A motion is not required to be seconded.
- (2) The Chair must preserve order at the meetings and subject to an appeal to other Members present, decide point of order that may arise.
- (3) When all matters referred to a Committee of the Whole have been considered, a motion to rise and report shall be in order, except that the Committee, when it has partly considered the matter, may report progress and ask leave to sit again.

Public addressees:

42. (1) Any person who has an interest in a matter being considered at a Committee of the Whole meeting may have an opportunity to be heard in person or through a representative provided they first identify themselves by stating their name and resident municipality and the names and addresses of the person or persons they represent. For certainty, public input may be permitted on an item scheduled on an open COTW agenda. Public input is not permitted on any items not on the COTW agenda.
- (2) No person shall address COTW on one matter for longer than five (5) minutes unless the time limitation is waived by a majority of the Council Members present.
- (3) Notwithstanding subsection (2), the Chair shall always have the discretion to waive the time limitation for any person addressing

Committee of the Whole when land use and development applications are being considered.

COTW Order of Business

43. (1) Committee of the Whole meeting agendas shall contain the following matters where there are items pertaining to them, and in the order in which they are listed:
- (a) Call to Order;
 - (b) Delegations;
 - (c) Reports;
 - (d) Rise and report.

PART 4 – COMMITTEES AND COMMISSIONS

Standing committees

44. (1) The Mayor must establish Standing Committees for matters the Mayor considers would be dealt with and must appoint persons to those committees. At least half of the Members must be Council Members. The Mayor shall be an ex officio Member of each Standing Committee established.
- (2) Standing committees must consider, inquire into, report, and make recommendations to Council about all of the following matters:
- (a) matters that are related to the general subject indicated by the name of the committee;
 - (b) matters that are assigned by Council;
 - (c) matters that are assigned by the Mayor.

Select committees

45. (1) Council may establish and appoint Select Committees to consider or inquire into any matter and to report their findings to Council. At least one Member of a Select Committee must be a Council Member.

Notice of meetings

46. (1) In accordance to the established Terms of Reference for each committee or commission, a regular schedule of meetings, including the times, dates and places of such meetings must be established and the Corporate Officer must give notice of the schedule by:

- (a) posting a copy of the schedule at the Public Notice Posting Places; and
 - (b) providing a copy of the schedule to each Member.
- (2) The Corporate Officer must:
 - (a) provide notice of the day, time and place of a meeting and provide a copy of the agenda to each Member at least 72 hours before the time of the meeting; and
 - (b) post the agenda on the the District Website.

Attendance at meetings

- 47. (1) Council Members who are not Members of a committee or commission may attend those meetings, but shall not be allowed to vote nor may they take part in any discussion or debate except by permission of the Chair.
- (2) A Member, other than a Council Member of a committee or commission, who is absent, except for reasons of illness or with leave granted by the body, for three consecutive meetings shall have his or her appointment terminated and his or her position deemed vacant.

Agendas and Minutes of meetings

- 53. (1) The deadline for submissions by staff and the public to the Committee Clerk of items for inclusion on the agenda for a committee meeting, shall be seven (7) days prior to the meeting date.
- (2) Minutes of the proceedings of a committee must be:
 - (a) legibly recorded;
 - (b) signed by the chair or Member presiding at the meeting; and
 - (c) open for public inspection in accordance with the *Community Charter*.

Quorum

- 54. (1) The quorum for a committee or commission shall be a majority of the voting Members.

Conduct and debate

- 55. (1) The rules of the Council procedure must be observed during committee or commission meetings, so far as is possible and unless as otherwise provided in this bylaw.

PART 5 – GENERAL

56. (1) 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.
- (2) This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with section 94 of the *Community Charter*.
- (3) District of Sooke *Council Procedure Bylaw, 2009* (Bylaw No. 422) and amendments thereto, are hereby repealed.

READ a FIRST, SECOND and THIRD time the 13th day of May, 2019

PUBLIC NOTICE placed the 29th day of May and 5th day of June, 2019.

ADOPTED the 10th day of June, 2019.

Maja Tait
Mayor

Carolyn Mushata
Corporate Officer

Date	Item #	Resolution #	Resolution	Recommendation from CCAC
May 13, 2019	6.1	2019-206	THAT Council appoint Councillor Tony St-Pierre as the Chair to the District's Climate Change Action Committee. CARRIED UNANIMOUSLY.	
May 13, 2019	7.3	2019-209	THAT Council endorse the Sooke Compassionate Action Plan and support the recognition of Sooke as a Compassionate Community. AND Further that the Compassionate Action Plan be forwarded to the Affordable Housing Committee and Climate Action Committee, for information. CARRIED (Annex)	
May 13, 2019	7.5	2019-211	THAT Council refer the topic of Float Home communities to the Affordable Housing Committee and Climate Action Committee for further discussion. CARRIED UNANIMOUSLY	
May 13, 2019	14 (page 108 of agenda package)	2019-236	THAT the correspondence received April 29, 2019 from Mayor Lisa Helps regarding Climate Action through Public Transit Ridership be forwarded to the Climate Change Action Committee. CARRIED	
May 13, 2019	16.1	2019-238	MOVED by Councillor Al Beddows, seconded by Councillor Jeff Bateman: THAT Council direct the Climate Action Committee to research and report back on options for municipal community garbage collection. CARRIED UNANIMOUSLY	

THAT Council appoint Councillor Ebony Logins to the Te'Mexw Treaty Advisory Committee until Councillor Brenda Parkinson is able to return.

CARRIED UNANIMOUSLY

In Favour: Mayor Maja Tait, Councillor Jeff Bateman, Councillor Al Beddows, Councillor Ebony Logins, and Councillor Tony St-Pierre

Absent: Councillor Megan McMath and Councillor Brenda Parkinson

2019-205

MOVED by Councillor Ebony Logins, seconded by Councillor Jeff Bateman:
Committee Appointments - COW - May 6, 2019

THAT Council appoint Councillor Al Beddows, Councillor Megan McMath, and Councillor Tony St-Pierre to liaise on behalf of the District of Sooke with SEAPARC, the Sooke Community Association, and Sooke Museum in discussions regarding adjoining lands.

CARRIED UNANIMOUSLY

In Favour: Mayor Maja Tait, Councillor Jeff Bateman, Councillor Al Beddows, Councillor Ebony Logins, and Councillor Tony St-Pierre

Absent: Councillor Megan McMath and Councillor Brenda Parkinson

2019-206

MOVED by Councillor Jeff Bateman, seconded by Councillor Al Beddows:
Committee Appointments - COW - May 6, 2019

THAT Council appoint Councillor Tony St-Pierre as the Chair to the District's Climate Change Action Committee.

CARRIED UNANIMOUSLY

In Favour: Mayor Maja Tait, Councillor Jeff Bateman, Councillor Al Beddows, Councillor Ebony Logins, and Councillor Tony St-Pierre

Absent: Councillor Megan McMath and Councillor Brenda Parkinson

2019-207

MOVED by Councillor Ebony Logins, seconded by Councillor Al Beddows:
20th Anniversary Celebration - COW - May 6, 2019

THAT Council support co-hosting a community picnic in partnership with the Sooke News Mirror, on Saturday, August 17, in conjunction with the District hosted movie night in John Phillips Memorial Park;

AND THAT Councillor Beddows be the Council liaison for this event; and

AND THAT the District of Sooke Council host a rock painting station.

CARRIED UNANIMOUSLY

In Favour: Mayor Maja Tait, Councillor Jeff Bateman, Councillor Al Beddows, Councillor Ebony Logins, and Councillor Tony St-Pierre

Absent: Councillor Megan McMath and Councillor Brenda Parkinson

7. DELEGATIONS

7.1. KPMG - Audited Financial Statements

- Draft Financial Statement for the year ended December 31, 2018

Julie Robinson, auditor for KPMG Financial, presented Council with an overview of the

Introduction - Sooke Compassionate Action Plan

Compassion is concern for the suffering of others. It requires empathy and understanding rather than pity and judgement. Compassion is often the motivation for acts of caring and kindness.

The Charter for Compassion invites communities of all sizes to encourage and reinforce compassionate action in practical, specific ways to address troubling issues. These issues are often deep-rooted and persistent. Much good work is already underway to reduce the resultant harm to affected individuals and households. The development of a Compassionate Action Plan (CAP) by a diverse and inclusive coalition of caring individuals and groups in our community is intended to help Sooke to become a more fully Compassionate Community.

A Compassionate Action Plan Workshop was held at the Sooke Baptist Church on Saturday, October 27th. It was well-attended with close to 50 participants from 29 community groups and service agencies (listed in Appendix 1). The afternoon began with short context-setting presentations by speakers from the Sooke Shelter Society, the Sooke Food Bank, the Sooke detachment of the RCMP and the BC Ministry of Mental Health and Addictions.

A broad range of issues were raised in six breakout groups. Reports to a plenary session followed. A review of the findings and recommendations by these many Sooke voices, not surprisingly, revealed many shared concerns and underlying linkages between issues. Communities are evolving, organic entities, like a forest with its trees connected in the web of life.

Five areas of focus for short (within the next 12 months) and longer term (one to five years) compassionate actions are proposed in this draft Sooke CAP:

- Homelessness
- Affordability Crisis (Housing, Food, Childcare)
- Social Isolation (Seniors, Disabled, Youth)
- Inadequate Health Services (Access, Mental Health, Whole Person Care)
- Communication/Awareness/Collaboration

Specific compassionate actions are indicated for each area of focus, based on the reports of the breakout groups. Comments and suggestions on a draft Sooke CAP,

distributed in December, were used to complete this initial plan. An implementation strategy will be developed at a second workshop which will be held on March 2nd.

The Sooke CAP, if supported by the participants at the upcoming workshop participants and by Sooke Council, will be submitted to Charter for Compassion International. It is hoped that this submission will occur in the Spring.

Recognition of Sooke as a Compassionate Community by Charter for Compassion International would not involve the issue of a certificate or a seal of approval for the Cap. Our community will join a worldwide humanitarian movement of citizens in over 400 cities, town, villages and neighbourhoods that are striving for a kinder, better planet.

Five Proposed Areas of Focus for the Sooke Compassionate Action Plan

The five areas of focus for the Sooke CAP are proposed below. Their order of presentation does not indicate their relative importance.

Several groups and organizations are already working independently and together in each of these areas of focus. Compassionate actions are being taken but it was agreed at the workshop that much remains to be done. The March 2nd workshop may identify further short- and longer-term actions, as well as the human and material resources necessary to implement these actions.

1. Homelessness

Estimates of the number of homeless people in Sooke range from about 35 to more than 100. They are a nearly invisible part of our community. They spend much of each day trying to satisfy basic needs for food, safe shelter and hygiene. Social contact with the larger community is often avoided by these individuals, just as more fortunate residents tend to avoid contact with them. Many homeless people contend with mental illnesses aggravated by addictions to alcohol and street drugs. These challenges become more difficult during our winter months, especially during periods of extreme weather. Some working poor are also

homeless due to the lack of affordable housing in Sooke. They may inhabit vehicles and moored boats.

The stigmas associated with homelessness, addiction and mental illness can be reduced through greater awareness of the struggles involved and empathy towards the afflicted.

Short-Term Compassionate Actions:

1. Designation of safe areas for the homeless with storage lockers, coolers, trash receptacles and access to showers and laundry facilities. Provision of temporary shelters such as tents. Access to a commercial kitchen with food safe certification.
2. Establish an extreme weather shelter for the homeless (cold temperatures, heavy rains). It would eventually evolve into a seasonal shelter for the October to April period.
3. Continue and broaden the ongoing dialogue and joint activities by individuals, groups and agencies to relieve the plight of the homeless residents in Sooke. Examples are the ongoing efforts by the Sooke Shelter Society, Sooke Homeless Coalition and Sooke Crisis and Referral Society.

Longer-Term Compassionate Action:

1. Establish a seasonal shelter that will provide for homeless residents -from October through April.
2. Support the purchase of modular housing for homeless Sooke residents (170 units recently purchased for Nanaimo).

2. Affordability Crisis

Sooke is a fast-growing community with an increasing range of goods and services amenities for residents with the required income. It is becoming unaffordable for many households who are struggling to meet the costs of housing, food, childcare and transportation.

The historical view of Sooke as a cheap place to live within Greater Victoria no longer holds. One indicator is the increasing number of individuals and families who use the Sooke Food Bank on a regular basis. Another indicator is the cost of

driving to and from Victoria with gasoline prices increasing year over year. Limited bus services within Sooke and between Sooke and Langford/Victoria discourage a shift from private to public transportation.

Canada's Official Poverty Line, across all regions of the country, was \$37,542 for a family with two adults and two children in 2015. It is based on the cost of housing, transportation, nutritious food, clothing and other household requirements.

Perhaps the greatest affordability concern is the cost of housing in Sooke for both potential owners and renters. Local figures are not available but the Canada Mortgage and Housing Corporation (CMHC) reported in January 2017 that the Victoria Region was the least affordable small city in Canada for single family houses: the median price was over eight times the median household income. Rent costs in Greater Victoria increased by 8% between 2015 and 2016. Current low vacancy rates only worsen the situation.

The current District of Sooke Official Community Plan (OCP) defines affordable housing as housing that sells or rents at a rate that is affordable (no more than 30% of annual income) to households with the lower half of incomes in Sooke.

Attainable housing refers to the gap in housing and services for people who do qualify for provincially or federally defined affordable housing and yet do not make enough to purchase a home at the market rate.

The Capital Regional District (CRD) in its draft housing affordability study (April 2018) estimates that there is a shortfall of 6,200 affordable rental units in Greater Victoria.

Short-Term Compassionate Actions

1. Broaden the mandate of the District of Sooke's Affordable Housing Committee to specifically include affordable and attainable housing as defined in the OCP. Consideration would be given to renaming it "the Housing Committee" to reflect this broader mandate.
2. Request the District of Sooke to hold meetings with developers, real estate agents, concerned citizens and other stakeholders to develop policies to increase the availability of affordable and attainable housing Sooke.

3. Request the District of Sooke to investigate non-market options to increase the stock of affordable and attainable housing in our community. These options might include the use of District-owned lots with other designations, such as inactive parkland, for the construction of buildings which would be sold or rented at an affordable non-market cost plus a fixed percentage.

Longer-Term Compassionate Actions

1. Lobby both the CRD and the provincial government for increased funding for both affordable housing and attainable housing (alternative structures such as tiny houses) for low to moderate income Sooke residents.
2. Work with Sooke Council and developers to make rental suites in private houses more suitable for families, e.g. better sound-proofing.
3. Lobby BC Transit for better coverage and increased frequency in bus services both within Sooke and between Sooke and Langford/Victoria. BC Transit's Local Area Plan Consultations are now underway. (Reference: <https://bctransit.com/victoria/transit-future/local-area-transit-plans/project-updates/sooke>).
4. Lobby both the CRD and the provincial government for building code exceptions that allow alternative housing structures, such as trailers, recreational vehicles and tiny houses, for marginal-income (homeless, unemployable) and moderate-income Sooke residents.

3. Social Isolation

Some Sooke residents live marginal lives. There are many causes, including mental illnesses, psychological disorders and dementia. Others suffer from chronic physical handicaps and drug/alcohol addictions. Social interaction with the broader population is often limited by communication challenges, behavioural issues and social stigmas/prejudices.

Social isolation is an issue also faced by single people, youth and the elderly. Generally speaking, there is an increasing disconnection in our communities and less opportunities for social interaction.

Short-Term Compassionate Actions

1. Expand mental health services in Sooke, including addiction treatment and counselling.
2. Establish neighbourhood programs for regular checks on persons with psychological disorders and dementia. An existing example is the Keep in Touch (KIT) program which is run by the RCMP.

Longer-Term Compassionate Action

1. Increase the number of rooms for persons with dementia at Ayre Manor.
2. Increase the number of easily accessible public spaces in Sooke where people can feel secure and have opportunities for interaction. Such a space might be provided as part of the development of Lot A on Wadams Way in Sooke.
3. Encourage events and activities that foster intergenerational contact, particularly between seniors and youth.
4. Establish a program, possibly through local faith-based groups, that would allow seniors and people with disabilities to rent extra space in their homes to trustworthy individuals. This action would also address the housing affordability concern in Sooke.

4. Inadequate Health Services

The need for additional physicians and a well-equipped medical facility is a long-standing issue in Sooke. This problem is especially acute for persons with physical and mental disabilities and addictions.

Short-Term Compassionate Action

1. Support efforts by the Sooke Family Resource Society and Sooke Region Communities Health Network to enhance health services in our community.
2. Support efforts by the Mayor's Sooke Region Primary Health Care Services Working Group to bring more physicians to Sooke and improve medical facilities.
3. Explore the importance of spirituality in fostering compassionate action and mental health.

Longer-Term Compassionate Action

1. Establish a multi-service clinic in Sooke that would provide a whole person approach (physical, psychological, spiritual) to patient care.
2. Ensure that each resident of Sooke has access to a local physician by 2023.
3. Establish a respite lodge in Sooke for temporary accommodation for persons requiring homecare. Private caregivers would benefit from the opportunity for a break from their daily responsibilities.
4. Provide independent multi-belief spiritual development space integrated with the multi-service clinic in Sooke
5. Sponsor a public parade for peace/climate/community development to involve the whole community and to demonstrate implementation of the Sooke Compassionate Action Plan.

5. Need for Better Communication/Awareness/Collaboration

Participants at the October Sooke CAP Workshop exchanged a great deal of useful information about their respective concerns, current activities and aspirations on a broad number of issues. It was an awareness-building event that will hopefully lead to further alliances and partnership between individuals, service groups, agencies and local government. The success of the Sooke CAP will depend on this communication and collaboration.

The Sooke Region Volunteer Centre has produced a very useful brochure, entitled *Where To Find Help In The Sooke Region*, which provides a good start in generating greater awareness of local services.

A network for regular communication between individuals, service groups and agencies would allow compassionate actions in the above four areas of focus to be monitored and, where possible, measured.

This network would also have an advocacy role. Parties who are striving for the same goals would jointly press for needed changes in our community.

Short-Term Compassionate Action

1. Foster alliances and partnerships between individuals, service groups, agencies and local government.

2. Submit the Sooke CAP to the District of Sooke for inclusion in the new Official Community Plan (OCP).
3. Further promote the Charter of Compassion, keep a list of members of the community who have signed the Charter and share stories of how the Charter is being applied in the community.
4. Establish a Compassionate Action Registry to record acts of kindness. Hopefully, this recognition will have a “snowball” effect by fostering further good works in our community.

Longer-Term Action

1. Establish a communications/advocacy network which would have a triage or “navigation” capability to direct persons with specific needs to the appropriate service providers in an efficient, timely manner.
2. Monitor progress and prepare an annual public report on implementation of the Sooke CAP.

Concluding Remarks

The Sooke CAP was prepared for discussion at a workshop which will be held on March 2, 2019. Participants will be asked to develop an implementation strategy by which to carry out the specific short-term and long-term actions.

This plan will be further revised in coming years to reflect new areas of concern in our community and, hopefully, successful implementation of short-term and longer-term goals in the initial document submitted to Charter for Compassion International.

The Charter for Compassion calls on us to treat others as we wish to be treated, to help alleviate the suffering of others and to enhance our interdependent spiritual and material wellbeing. It is a journey to a better world for all of us.

Appendix 1: List of Participants at Sooke CAP Workshop, October 27, 2018

Shirley Alphonse	T'Sou-ke Nation Elder
Sherry Thompson	Sooke Shelter Society, Sooke Homelessness Coalition
Earle Bretherton	Sooke Shelter Society, Sooke Homelessness Coalition
Dale McLean	Sooke Shelter Society
John Ede	Sooke Resident (Homeless Representative)
Jeff Bateman	District of Sooke Councillor, EMCS Society, Transition Sooke
Tony St-Pierre	District of Sooke Councillor, Cast Iron Farm, Sooke Farmland Trust Society
Carolyn Bateman	Transition Sooke
Bernie Klassen	Transition Sooke, Zero Waste Sooke
Michael Tacon	Transition Sooke
Koshin-Moonfist	Sooke Region Multi-Belief Initiative
Jackson Hughes	Sooke Resident
Corporal Sam Haldane	RCMP – Sooke Detachment
Sharon Sterling	Team Sooke Refugee Sponsorship
Barbara Michell	Holy Trinity Anglican Church
Gerry Kusuqak	Sooke Resident
Michael Kusuqak	Sooke Resident
Rick Eby	Minister, Sooke Baptist Church
Maddi Prinn	Youth Worker, Sooke Baptist Church
Josh Fast	Youth for Christ, Victoria
Les Haddad	Sooke Chamber of Commerce, Baha'i Faith
Bernie Klasschuk	Sooke Resident
Christine Brown	Baha'i Faith
Elaine McMath	Sooke Resident
Neil Poirier	Sooke Resident

Sheila Wallace	Sooke Country Market
Frederique Philip	Sooke Resident
Joanne Scholten	Sooke Resident (Allies, Alliances)
Ted Mehler	Sooke Resident
Loretta Deutscher	Sooke Resident
Jen Wilde	Greater Victoria Extreme Weather Shelters
Britt Santowski	Sooke Pocket News
Shayna Chamitoff	Women Care (?) Group, SFA
Pauline Kissinger-Hamilton	Sooke Resident
Maxine Medhurst	Sooke Resident
Nicky Logins	Sooke Family Resource Society, Sooke Region Communities Health Network, District of Sooke Affordable Housing Committee, Sooke Homelessness Coalition
Jonny Morris	BC Ministry of Mental Health and Addictions
Kim Kaldal	Sooke Food Bank
Christina Brown	Big House Breakfast
Ron Ramsey	Sooke Region Resident
Melody Kimmel	Sooke Region Resident
Caroline Hudson	Sooke Food CHI
Sean Brown	Sooke Resident
Tracy Ewert	Public Health Nurse, Island Health Authority
Don Brown	Sooke Region Multi-Belief Initiative, Baha'i Faith
E.M. Anderson	Sooke Region Multi-Belief Initiative
Phil Rossner	Sooke Region Multi-Belief Initiative, Vancouver Island Counselling Centre for Immigrants & Refugees
Mark Ziegler	Sooke Region Multi-Belief Initiative, Rotary Club of Sooke

Annex 1: Moving Forward: Implementation of Sooke Compassionate Action Plan

Foreword

The short- and long-term actions proposed the five areas of focus in the Sooke Compassionate Action Plan (CAP) can only be taken through the concerted, collaborative efforts of individuals, service groups and agencies in the community. There must be a consensus among these players as to what needs to be done.

A workshop was held on the afternoon March 2, 2019 at the Sooke Baptist Church to address how best to realize the Sooke CAP.

Rick Eby, Pastor of the Sooke Baptist Church, welcomed and thanked the 24 workshop participants (list of names attached). T'Sou-ke Elder Shirley Alphonse gave an opening blessing on the value of compassion and love in helping others. District of Sooke Mayor Maja Tait described the many initiatives being undertaken by the Primary Health Services Working Group which she chairs.

Workshop Findings and Conclusions

1. It was agreed from the outset of the workshop that the five areas of focus in the Sooke CAP are closely linked. These areas of focus are:
 - a. Homelessness
 - b. Affordability
 - c. Social Isolation
 - d. Inadequate Health Service
 - e. Need for Improved Communication/Awareness/Collaboration
2. One of the participants passionately called attention to Sooke residents who are “falling between the cracks” because their basic human needs for shelter, nutritious food and meaningful social contact are currently not being met. Homelessness, for example, often arises from an inability to rent “affordable” units which is in turn linked to the social isolation arising from mental illness and/or drug and alcohol addiction. Health services are not adequate to provide effective treatment. One woman in her 50s doubted the value of a Compassionate Action Plan since even short-term actions under the plan do not

meet her basic need for shelter NOW. Many others, however, saw the benefits of the CAP provided it focuses on realistic ambitions and the pathways to achieve these goals.

3. A comprehensive, collaborative approach across service groups, agencies and concerned individuals is needed to deal with the whole person at risk and to avoid duplication of limited human and financial resources. The fifth area of focus in the Sooke CAP, the need for better communication, awareness, and collaboration, supports development of this comprehensive approach.
4. The awareness component of the fifth area of focus in the Sooke CAP also pertains to the need for recognition of the plight of its less fortunate members by the wider community. Sooke is a good place to live for most but not all of its residents. It is, in some measure, a fragmented community. A revealing statistic is that the average total household income in the District Municipality of Sooke in 2015 was \$81,455 according to the Canada Census. Sooke is no longer a place to find cheap accommodation for single parents, seniors on fixed incomes or the homeless. The importance of the Sooke Food Bank and below market/subsidized housing units to these marginalized residents cannot be overstated. The high costs of land acquisition, labour and materials remain a barrier to further construction of affordable units.
5. Although these challenges exist, much good work is underway in Sooke. It was recognized on March 2nd that progress has been made under certain areas of focus since the October 27, 2018 workshop which led to development of the Sooke CAP. Indications of this progress are:
 - a. the creation of the Sooke Extreme Weather Shelter in February at the Juan de Fuca Electoral Area Administration Building on Otter Point Road. It provided a warm, secure space for the local homeless during the particularly harsh winter conditions that month. The facility was created through the compassionate efforts of Our Place, the Sooke Shelter Society and Mike Hicks, Regional Director for the Juan de Fuca Electoral Area.

- b. the support which Mayor Tait and the Primary Health Services Working Group has secured from the Government of BC and local medical practitioners for expansion of health services in Sooke. The recent hiring of a Community Paramedic for the District of Sooke is already benefitting residents.
 - c. the recent opening of the Knox Vision Society's affordable housing complex (the Knox Centre) with 42 units at Church Road and Wadams Way, with approvals for additional such projects.
 - d. the announcement by BC Housing of 244 units of genuinely affordable housing in the Throup and Drennan Road areas for a broad range of income levels. These include 49 units at the BC Ministry of Social Development & Poverty Reduction's shelter rate (\$375 per person) along with 76 "affordable units" and 109 units at "near-market" rental rates.
6. In terms of improved communications and awareness, participants identified the need for a full-time "navigator" who could serve as a point person and clearing house for information about social services and helping organizations in the Sooke region. It was felt that the Sooke Region Community Health Network (formerly Sooke Region CHI) was the natural home base for such a person, who would be available by phone, online and in person to help Sooke residents "navigate" their way through the options. This person would also feed updated information about Sooke region services to the well advertised BC 211 phone hotline service run by the United Way. The trick will be to source and secure stable long-term funding for this position in an era when the Province of BC has either eliminated these kinds of programs or downloaded responsibility for them to citizens and/or municipal governments.
7. Participants were not asked to commit to short- or long-term actions. The Sooke CAP, if endorsed by the District of Sooke Council and recognized by the Charter for Compassion International, will be a call to action by the community.

Next Steps

1. Presentation of the Sooke CAP, including the finalized Annex, to the District of Sooke Council in late April or early May. The Council's endorsement will be requested on that occasion, as well as consideration for inclusion of the plan in an appendix to the new Official Community Plan for the District of Sooke.
2. Submission of the Sooke CAP, if endorsed by Council, to Charter for Compassion International in May.
3. Recognition of Sooke as a Compassionate Community by Charter for Compassion International in May or June.
4. Community engagement in the compassionate actions under the Sooke CAP with regular reports on implementation of the plan.

Attendees : Sooke Compassionate Action Plan Implementation Workshop

Sooke Baptist Church, Saturday, March 2, 2019, 2:00-4:00 pm

Shirley Alphonse

Jeff Bateman

Don Brown

Doug Cook

Rick Eby

Ken Gorel

Les Haddad

P.G.K. Hamilton

Bruce Hegerat

Liz Johnson

Pauline Johnson
Sifu Koshin-Moonfist
Sue Lidster
Nikki Logins
Elaine McMath
Maxine Medhurst
Brenda Parkinson
Maddison Prinn
Sharon Sterling
Maja Tait
Betty Tully
Jen Wilde
Amelie(?) Wilde
Mark Ziegler

From: Carolyn Mushata
To: Jennifer Royer Collard; Sarah Temple
Cc: Patti Rear
Subject: FW: Delegation to Council
Date: May 1, 2019 2:15:49 PM

Confirmed for the May 13th regular meeting.

From: Jody Hartley [REDACTED]
Sent: May 1, 2019 11:00 AM
To: Carolyn Mushata <cmushata@sooke.ca>
Subject: Re: Delegation to Council

Hi Carolyn.

I would like council to lift or amend bylaws restricting float homes here. Housing prices are crazy... there is little availability for single persons and a dog. Our shorelines, water and marinas are beautiful and could be utilized for off grid float homes. I am not even sure of the bylaw however every single marina in sooke told me NO the municipality does not allow float homes. I wish council to consider off grid float home living in their futures planning and shoreline development easing the housing issues and adding incredible charm to our little Sooke.

Jody

Sent from my iPhone

On May 1, 2019, at 10:29 AM, Carolyn Mushata <cmushata@sooke.ca> wrote:

Hi Jody,

Can you provide me a little bit more detail about what you would like to discuss and what you are requesting of Council, if anything? Thanks.

Carolyn Mushata
Corporate Officer



April 29, 2019

Dear Mayor and Council,

On behalf of Victoria City Council, I am requesting favourable consideration and resolutions of support for climate action through the expansion of public transit ridership. This is a big, bold vision. We don't know how it will be achieved but we do hope that by working together we can come up with some creative approaches to financing fare replacement and service expansion that will be sustainable in the long term. We look forward to working with you on this exciting proposal.

At its April 25, 2019 meeting, Victoria City Council approved the following resolution:

Resolution: Climate Action through a Major Expansion of Public Transit Ridership

WHEREAS local governments in the Capital Region have declared a climate emergency, pledging to achieve carbon neutrality by 2030 to avoid the worst consequences of global warming;

AND WHEREAS emissions from transportation generate the majority of community-based emissions within the region, meaning that switching from private vehicles to public transit has the potential to make a very large impact in achieving carbon neutrality;

AND WHEREAS forward-looking jurisdictions around the world from Kingston, Ontario to Luxembourg and Estonia are eliminating user-fee barriers to public transit ridership, with public transit services paid through the tax system rather than at the fare box.

THEREFORE BE IT RESOLVED THAT the City of Victoria calls on the Victoria Regional Transit Commission and BC Transit to:

1. Embrace determined climate leadership through a major expansion of public transit ridership in the Capital Region, focused on the phasing out of user fees and a substantial improvement in service levels and fleet electrification.
2. Begin implementing this climate-action policy with a pilot programme in the 2020 budget eliminating user fees for people 18 years of age and younger, replacing revenues currently generated through fares with adjustments to provincial transfers and the property tax requisition.

.../2



3. Develop an implementation plan for a pilot programme to eliminate user fees for all riders within the Capital Region as a form of climate action, including enhanced service levels, enhanced transit priority including an extensive network of bus lanes, and fleet expansion to meet increased demand, in conjunction with fleet electrification.

We eagerly look forward to your support on this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Lisa Helps".

Lisa Helps
Victoria Mayor

Cc. Victoria Regional Transit Commission
Mayor and Councils in the Capital Regional District



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Lisa Helps
Victoria Mayor

Cc. Mayor and Councils in the Capital Regional District