

VILLAGE OF HARRISON HOT SPRINGS NOTICE OF MEETING AND AGENDA



REGULAR COUNCIL MEETING

Date: November 2, 2020
Time: 7:00 p.m.
Location: Council Chambers, Memorial Hall, 290 Esplanade Avenue, Harrison Hot Springs, British Columbia

1. CALL TO ORDER

Meeting called to order by Mayor Facio.
 Acknowledgment of Sts'ailes traditional territory

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

4. ADOPTION OF COUNCIL MINUTES

(a) THAT the Regular Council Meeting Minutes of October 19, 2020 be adopted.

Item 4(a)
Page 1

(b) THAT the Committee of The Whole Meeting Minutes of October 27, 2020 be adopted.

Item 4(b)
Page 7

5. BUSINESS ARISING FROM THE MINUTES

6. CONSENT AGENDA

i. Bylaws	Boat Launch Facility and Parking Lot Regulation Bylaw No. 1075, 2015.	Item 6(i) Page 9
ii. Agreements		
iii. Committee/ Commission Minutes		
iv. Correspondence		

7. DELEGATIONS/PETITIONS

8. CORRESPONDENCE

9. BUSINESS ARISING FROM CORRESPONDENCE

10. REPORTS OF COUNCILLORS, COMMITTEES, COMMITTEE OF THE WHOLE AND COMMISSIONS

Councillor Hooper

- Agassiz Harrison Historical Society
- Fraser Health
- Fraser Valley Regional Library Board (Alternate Municipal Director)

Councillor Palmer

- Fraser Valley Regional Library Board (Municipal Director)
- Kent Harrison Joint Emergency Program Committee

- Public Art Committee

Councillor Piper

- Corrections Canada Citizen's Advisory Committee
- Harrison Agassiz Chamber of Commerce
- Kent Harrison Joint Emergency Program Committee
- Tourism Harrison

Councillor Vidal

- Agassiz Harrison Healthy Communities
- Fraser Valley Regional District Board (Alternate Municipal Director)
- Fraser Valley Regional District Hospital Board (Alternate Municipal Director)

11. REPORTS FROM MAYOR

12. REPORTS FROM STAFF

- (a) Report of Deputy Chief Administrative Officer/CO – October 16, 2020
Re: 2021 Regular Council Meeting Schedule

Item 12(a)
Page 11

Recommendation:

THAT the proposed Regular Council meeting schedule for 2021 be approved.

- (b) Report of Deputy Chief Administrative Officer/CO – October 16, 2020
Re: Appointment of Fraser Valley Regional Library Board representative and alternate for 2021.

Item 12(b)
Page 13

Recommendation:

THAT Council appoint Councillor Gerry Palmer to fulfil the role as municipal director for the Fraser Valley Regional Library Board for 2021; and

THAT Council appoint Councillor Ray Hooper to fulfil the role as alternate municipal director for the Fraser Valley Regional Library Board for 2021.

- (c) Report of Deputy Chief Administrative Officer/CO – October 19, 2020
Re: Council Code of Conduct

Item 12(c)
Page 15

Recommendations:

THAT the Code of Conduct Policy be adopted.

- (d) Report of Deputy Chief Administrative Officer/CO – October 20, 2020
Re: Municipal Facilities Hours of Operation and Closure

Item 12(d)
Page 21

Recommendations:

THAT the Municipal Facilities Hours of Operation and Closure policy be adopted.

(e) Report of Chief Administrative Officer – October 28, 2020
Re: Mask Mandate for Indoor Village Public Spaces

Item 12(e)
Page 23

Recommendations:

THAT facial masks or coverings be worn by all people inside the public areas of municipally owned buildings until and unless they are seated in designated seating at least two meters apart from other people; and

THAT people who cannot wear a mask or facial covering for medical reasons and children under five years of age shall be exempt from this requirement; and

THAT this requirement remain in effect until such time as provincial public health officials advise that it is no longer necessary.

(f) Report of Community Services Coordinator – October 29, 2020
Re: Video Recording of Council Meetings

Item 12(f)
Page 25

Recommendations:

THAT Council authorize a budget of up to \$2,000 to implement video recording of council meetings at Memorial Hall.

13. BYLAWS

14. QUESTIONS FROM THE PUBLIC (pertaining to agenda items only)

15. ADJOURNMENT

4(a)

VILLAGE OF HARRISON HOT SPRINGS
MINUTES OF THE REGULAR MEETING OF COUNCIL

DATE: Monday, October 19, 2020
TIME: 7:00 p.m.
PLACE: Council Chambers, Memorial Hall
290 Esplanade Avenue, Harrison Hot Springs, BC

IN ATTENDANCE: Mayor Leo Facio
Councillor Samantha Piper
Councillor Ray Hooper
Councillor Gerry Palmer
Councillor Michie Vidal

Chief Administrative Officer, Madeline McDonald
Deputy Chief Administrative Officer/CO, Debra Key
Community Services Coordinator, Rhonda Schell
Financial Officer, Tracey Jones
Operations Manager, Tyson Koch

ABSENT: None

Recording Secretary: Brianne Stevens

1. CALL TO ORDER

Mayor Facio called the meeting to order at 7:00 p.m.
Mayor Facio acknowledged the traditional territory of Sts'ailes.

2. INTRODUCTION OF LATE ITEMS

- Recording of Council meetings
- Council reports

3. APPROVAL OF AGENDA

Moved by Councillor Piper
Seconded by Councillor Vidal

THAT the agenda be approved as amended.

**CARRIED
UNANIMOUSLY**
RC-2020-10-15

4. ADOPTION OF COUNCIL MINUTES

Moved by Councillor Vidal
Seconded by Councillor Hooper

THAT the Regular Council Meeting Minutes of October 5, 2020 be adopted as amended.

Errors and Omissions

On page 5 item (d), second paragraph, under legal description, it should read, "section 13" not 133

Village of Harrison Hot Springs
Minutes of the Council Meeting
October 19, 2020

**CARRIED
UNANIMOUSLY**
RC-2020-10-16

5. BUSINESS ARISING FROM THE MINUTES

None

6. CONSENT AGENDA

- i. Bylaws
- ii. Agreements
- iii. Committee/Commission Minutes
- iii. Correspondence

None

7. DELEGATIONS/PETITIONS

None

8. CORRESPONDENCE

- (a) Letter dated October 9, 2020 from Tourism Harrison
RE: Request for letter of support to accompany Community Economic Recovery
Infrastructure Program

Moved by Councillor Piper
Seconded by Councillor Vidal

THAT the letter dated October 9, 2020 from Tourism Harrison be received.

**CARRIED
UNANIMOUSLY**
RC-2020-10-17

9. BUSINESS ARISING FROM CORRESPONDENCE

Moved by Councillor Piper
Seconded by Councillor Vidal

THAT a letter of support for be sent to Tourism Harrison regarding their grant
application under the Community Economic Recovery Infrastructure Program.

**CARRIED
UNANIMOUSLY**
RC-2020-10-18

*Village of Harrison Hot Springs
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10. REPORTS OF COUNCILLORS, COMMITTEES, COMMITTEE OF THE WHOLE AND COMMISSIONS

Councillor Hooper

- Agassiz Harrison Historical Society – October 13, 2020 – Attended meeting
- Fraser Health
 - October 7, and 13, 2020 attended video conference with CNIB
 - October 8, 2020 attended Seniors of Agassiz and Harrison Connect Café
 - October 15, 2020 attended Systems Leadership webinar
 - October 16, 2020 attended meeting on growing opioid crisis in BC
- Fraser Valley Regional Library Board – no report

Councillor Palmer

- Fraser Valley Regional Library Board – Will attend the meeting on October 21, 2020
- Kent Harrison Joint Emergency Program Committee – no report
- Public Art Committee – no report

Councillor Piper

- Corrections Canada Citizen's Advisory Committee – no report
- Harrison Agassiz Chamber of Commerce – no report
- Kent Harrison Joint Emergency Program Committee – no report
- Tourism Harrison – no report
- October 9, 2020 attended the COVID-19 Economic Recovery Task Force meeting

Councillor Vidal

- Agassiz Harrison Healthy Communities
 - Reported that the Flu Vaccinations are available in Agassiz at The Agassiz Public Health Unit, Shoppers Drug Mart, and Remedy RX Pharmacy.
 - Reported that October is Breast Cancer Awareness Month and that the mobile screening unit will be in Agassiz December 2- 4, 2020.
- Fraser Valley Regional District Board – no report
- Fraser Valley Regional District Hospital Board – no report
- October 15, 2020 attended the Lower Mainland Local Government Association Executive Meeting

11. MAYOR'S REPORT

- Reported on the ongoing COVID-19 Pandemic. The Province has extended the state of emergency until October 28 to allow for the government to continue to take necessary actions in the fight against COVID-19
- October 15, 2020 attended the Fraser Valley Regional District, Regional and Corporate Services Committee Meetings. The following were discussed:
 - Outdoor Learning Program in Thompson Regional Park
 - Provincial Solid Waste Initiative, Single Use Plastic Bylaws, Return-It Program
- Commencing November 1, 2020 requested that Council members limit Council reports to a maximum of three minutes.

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October 19, 2020

12. REPORTS FROM STAFF

- (a) Report of Operations Manager – October 6, 2020

Re: Permission to Seek Funding to Manage Stormwater on Hot Springs Road

Moved by Councillor Vidal
Seconded by Councillor Palmer

THAT staff submit an application for grant funding application for the Storm Sewer Infrastructure on Hot Springs Road through the Investing in Canada Infrastructure Program – Rural and Northern Communities for up to \$2,000,000.00; and

THAT Council supports the project and commits up to \$100,000.00 to cover additional and/or ineligible costs related to the project, to be funded by Gas Tax

**CARRIED
UNANIMOUSLY**
RC-2020-10-19

- (b) Report of Community Services Coordinator – October 8, 2020

Re: Flag Policy

Moved by Councillor Piper
Seconded by Councillor Vidal

THAT the draft Flag Policy be received as amended; and

THAT staff is approved to consult with Sts'ailes on the draft Flag Policy

**CARRIED
UNANIMOUSLY**
RC-2020-10-20

Moved by Councillor Piper
Seconded by Councillor Vidal

THAT the draft Flag policy be amended by adding a bullet on page 2, item (c) "a local first responder (paramedics, police officers, special constables, firefighters, and rescuers) in the line of duty"

**CARRIED
UNANIMOUSLY**
RC-2020-10-21

- (c) Report of Community Services Coordinator – October 11, 2020

Re: Community Economic Recovery Infrastructure Program

Moved by Councillor Piper
Seconded by Councillor Vidal

THAT staff to apply the Community Economic Recovery Infrastructure Program under the Community Economic Resilience (CER) funding stream for up to

Village of Harrison Hot Springs
Minutes of the Council Meeting
October 19, 2020

\$350,000 to complete the construction of the Miami River Greenway and to construct a wide width walking trail along McCombs Drive.

CARRIED
OPPOSED BY COUNCILLOR HOOPER
RC-2020-10-22

(d) Recordings of Council Meetings

Moved by Councillor Hooper
Seconded by Councillor Palmer

THAT the issue of recordings be referred back to staff to provide a report to council with options.

CARRIED
UNANIMOUSLY
RC-2020-10-23

(e) Mayor and Councillor Reports – no action required

13. BYLAWS

(a) Report of Chief Administrative Officer – October 14, 2020

Re: Boat Launch Facility and Parking Lot Regulation Bylaw No.1075, 2015 Schedule "A" Fees

Moved by Councillor Piper
Seconded by Councillor Vidal

THAT Boat Launch Facility and Parking Lot Regulation Amendment Bylaw 1158, 2020 be given first, second and third reading.

CARRIED
UNANIMOUSLY
RC-2020-10-24

(b) **QUESTIONS FROM THE PUBLIC** (pertaining to agenda items only)

Questions from the public were entertained.

(c) **ADJOURNMENT**

Moved by Councillor Palmer
Seconded by Councillor Vidal

THAT the meeting be adjourned at 8:15 p.m.

CARRIED
UNANIMOUSLY
RC-2020-10-25

Leo Facio
Mayor

Debra Key
Corporate Officer

4(b)

VILLAGE OF HARRISON HOT SPRINGS
MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

DATE: Tuesday, October 27, 2020
TIME: 10:00 a.m.
PLACE: Council Chambers, Memorial Hall
290 Esplanade Avenue, Harrison Hot Springs, BC

IN ATTENDANCE: Mayor Leo Facio
Councillor Samantha Piper
Councillor Ray Hooper
Councillor Gerry Palmer
Councillor Michie Vidal

Chief Administrative Officer, Madeline McDonald
Deputy Chief Administrative Officer/CO, Debra Key
Community Services Coordinator, Rhonda Schell

ABSENT: None

Recording Secretary: Brianne Stevens

1. CALL TO ORDER

Mayor Facio called the meeting to order at 10:00 a.m.
Mayor Facio acknowledged the traditional territory of Sts'ailes.

2. INTRODUCTION OF LATE ITEMS

None

3. APPROVAL OF AGENDA

Moved by Councillor Piper

THAT the agenda be approved.

**CARRIED
UNANIMOUSLY**
COW-2020-10-01

Meeting Recessed at 10:01 a.m. due to technical difficulties.
Meeting Reconvened at 10:07 a.m.

4. ITEMS FOR DISCUSSION

- (a) The Community Services Coordinator provided an introduction and PowerPoint presentation of "Bang The Table", a Public Engagement Tool that will be used to collect, compile and analyze public input for the use of the Village owned vacant lands. The presentation included information on all of the components of the online engagement platform and how it will be utilized.

5. ADJOURNMENT

Moved by Councillor Vidal

THAT the meeting be adjourned at 10:53 a.m.

**CARRIED
UNANIMOUSLY**
COW-2020-10-02

Leo Facio
Mayor

Debra Key
Corporate Officer



VILLAGE OF HARRISON HOT SPRINGS

BYLAW NO. 1158

A bylaw to amend Boat Launch Facility and Parking Lot Regulation Bylaw No. 1075, 2015

WHEREAS the Village of Harrison Hot Springs has deemed it advisable to amend Boat Launch Facility and Parking Lot Regulation Bylaw No. 1075, 2015;

NOW THEREFORE in open meeting assembled, the Mayor and Council of the Village of Harrison Hot Springs enacts as follows:

1. CITATION

This Bylaw may be cited for all purposes as the "Village of Harrison Hot Springs Boat Launch Facility and Parking Lot Regulation Amendment Bylaw No. 1158, 2020".

2. Boat Launch Facility and Parking Lot Regulation Bylaw No. 1075, 2015, Schedule "A" is hereby amended as follows:

PASSES	AMOUNT	*KHSAR Surcharge
• Day Pass	\$ 23.00 (tax included)	\$ 2.00
• Season Pass	\$140.00 (tax included)	\$10.00
• Fleet Pass	\$480.00 (tax included)	\$20.00
• Parking Pass per one day	\$ 12.00 (tax included)	
• Additional Parking Pass	\$ 12.00 (tax included)	

**This surcharge contributes to the Kent Harrison Search and Rescue to provide search and rescue services to the community.*

READ A FIRST TIME THIS 19th DAY OF OCTOBER, 2020

READ A SECOND TIME THIS 19th DAY OF OCTOBER, 2020

READ A THIRD TIME THIS 19th DAY OF OCTOBER, 2020

ADOPTED THIS DAY OF NOVEMBER, 2020

Mayor

Corporate Officer



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council DATE: October 16, 2020
 FROM: Debra Key, FILE: 0550-01
 Deputy Chief Administrative Officer/CO
 SUBJECT: 2021 Regular Council Meeting Schedule

ISSUE:

To adopt the 2021 Regular Council meeting schedule.

BACKGROUND:

Subject to Section 127(1) of the *Community Charter*, Council must prepare a schedule of dates, times and places of Regular Council meetings for the next full calendar year.

As January 1, 2021 is a Statutory Holiday, and the Village Office re-opens January 4, 2021, it is recommended that the first Council meeting be held January 18, 2021.

Accordingly, please find attached a "draft" of the proposed schedule.

RECOMMENDATION:

THAT the proposed Regular Council meeting schedule for 2021 be approved as.

Respectfully submitted:

REVIEWED BY:

Debra Key
 Debra Key
 Deputy Chief Administrative Officer/
 Corporate Officer

Madeline McDonald
 Madeline McDonald
 Chief Administrative Officer

THE VILLAGE OF HARRISON HOT SPRINGS
REGULAR COUNCIL MEETINGS

2021

January

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

June

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

*only one meeting per month

July

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

 Statutory Holidays Observed
 Regular Council Meetings

 Leadership Forum (LGLA) April 29 and 30 (Richmond)
 LMLGA Conference – May 12 - 14 (Harrison Hot Springs)
 FCM Conference – June 3 - 6 or 10 - 13 TBC (Montreal)
 LGMA Conference & AGM – June 15 - 17 (Kelowna)
 UBCM Convention – September 12 - 17 (Vancouver)



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council DATE: October 19, 2020
FROM: Debra Key FILE: 0530-01/0340-50
Deputy Chief Administrative Officer/CO

SUBJECT: Council Code of Conduct

ISSUE: Adoption of Council Code of Conduct Policy

BACKGROUND:

At the September 29, 2020 Committee of the Whole meeting, a draft model of the Union of BC Municipalities (UBCM) Council Code of Conduct was presented to Council for consideration. Council directed staff to draft a Council Code of Conduct policy based on the UBCM model as presented.

Accordingly, a draft Code of Conduct Policy is presented for Council's consideration.

RECOMMENDATION:

THAT the Code of Conduct Policy be adopted.

Respectfully submitted:

REVIEWED BY:

Debra Key signature and title: Deputy Chief Administrative Officer/CO

Madeline McDonald signature and title: Chief Administrative Officer

COUNCIL	POLICY NO.
CODE OF CONDUCT	DATE ADOPTED:

INTRODUCTION:

As local elected representatives (“Members”), we recognize that responsible conduct is essential to providing good governance for the Village of Harrison Hot Springs.

We further recognize that responsible conduct is based on the foundational principles of integrity, accountability, respect and leadership and collaboration.

In order to fulfill our obligations and discharge our duties, we are required to conduct ourselves to the highest ethical standards by being an active participant in ensuring that these foundational principles, and the standards of conduct set out below, are followed in all of our dealings with every person, including those with other Member, staff and the public.

PURPOSE:

The purpose of this policy is to set shared expectations for conduct or behavior for how Member of Council should conduct themselves while carrying out their responsibilities and in their work as a collective decision-making body for the community.

POLICY:

This Code of Conduct applies to the Members of the Village of Harrison Hot Springs. It is each member’s individual responsibility to uphold both the letter and the spirit of this Code of Conduct in their dealings with other Member, staff and the public.

1. Definitions

“**Council**” means the duly elected officials of the Village, those being the Mayor and Councillors.

“**Council Policy**” means Policy statements that provide strategic direction on programs and services delivered by the Village which impact or affect citizens or customers, and/or Policy statements that require Council’s approval because of legislative or regulatory requirements.

“Member” means local elected representatives

“Policy” means general statements or guidelines that are high-level in nature, as opposed to being operationally oriented, which direct a plan, course of action or decision, according to a standard or performance outcome.

“Village” means the Village of Harrison Hot Springs

2. Framework

- a) Local governments are recognized under the Local Government Act of British Columbia as an independent, responsible and accountable order of government within their jurisdiction for the purpose of:
 - providing good government for its community;
 - providing the services and other things that the Council considers are necessary or desirable for all or part of its community;
 - providing for stewardship of the public assets of its community, and
 - fostering the current and future economic, social and environmental well-being of its community.
- b) Member have the legislated authority to make decisions that affect the daily lives of citizens, families, businesses and other community stakeholders.
- c) Member also have the authority to establish, or help establish, the long-term vision for the communities they serve based upon community and citizen engagement, collaboration and informed decision making.
- d) Responsible conduct refers to how Member conduct themselves, individually and collectively, through their interactions with other Member, staff, citizens, other local government stakeholders, the media, and through social media in the exercise of their authority.
- e) Responsible conduct is founded on 4 key foundational principles described below to provide Member with a shared understanding of what responsible conduct is.
 - i) **Integrity** – means being honest and demonstrating strong ethical principles. Conduct under this principle upholds the public interest, is truthful and honourable and is demonstrated by the following conduct:
 - be truthful, honest, and open in all matters and in all dealings including those with other Member, staff and the public;
 - ensure that their actions are consistent with the shared principles and values collectively agreed to by the council;
 - follow through on their commitments, correct errors in a timely and transparent manner and engage in positive communication with the community;
 - direct their minds to the merits of the decisions before them, ensuring that they act on the basis of relevant information and principles and in

consideration of the consequences of these decisions;

- will behave in a manner that promotes public confidence in all of their dealings.

- ii) **Respect** – means having due regard for others’ perspectives, wishes and rights; it also means displaying deference to the offices of local government, and the role of local government in community decision making. Conduct under this principle is demonstrated when a member fosters an environment of trust by demonstrating due regard for the perspectives, wishes and rights of others and an understanding of the role of the local government.

Respect is demonstrated through the following conduct:

- treat every person with dignity, understanding and respect;
- will show consideration for every person’s values, beliefs and contributions to discussions;
- will demonstrate awareness of their own conduct, and consider how their words or actions may be perceived as offensive or demeaning;
- not engage in conduct or behaviors that is indecent, insulting or abusive. This behaviour includes unwanted physical contact or other aggressive actions that may cause any person harm or makes them feel threatened.

- iii) **Accountability** – means an obligation and willingness to accept responsibility or to account for one’s actions. Conduct under this principle is demonstrated when Council Member, individually and collectively, accept responsibility for their actions and decisions.

Accountability is demonstrated through the following conduct when Member:

- Will be responsible for the decisions that they make and be accountable for their own actions and the actions of the collective council.
- Will listen to and consider the opinions and needs of the community in all decision-making and allow for appropriate opportunities for discourse and feedback.
- carry out their duties and responsibilities in an open and transparent manner so that the public can understand the process and rationale used to reach decisions and the reasons for taking certain actions.

- iv) **Leadership and Collaboration** – means an ability to lead, listen to, and positively influence others; it also means coming together to create or meet a common goal through collective efforts. Conduct under this principle is demonstrated when a Council Member encourages individuals to work together in pursuit of collective objectives by leading, listening to and positively influencing others and will:
- behave in a manner that builds public trust and confidence in the local government;
 - consider the issues before them and make decisions as a collective governing body. As such, Member will actively participate in debate about the merits of a decision, but once a decision has been made, all Member will recognize the democratic majority, ideally acknowledging its rationale, when articulating their opinions on a decision.
 - Will recognize that debate is an essential part of the democratic process and encourage constructive discourse while empowering other Member and staff to provide their perspectives on relevant issues;
 - as leaders of their communities, calmly face challenges, and provide considered direction on issues they face as part of their roles and responsibilities while empowering their colleagues and staff to do the same;
 - will recognize, respect and value the distinct roles and responsibilities others play in providing good governance and will commit to fostering a positive working relationship with an among other Member, staff and the public;
 - will recognize and respect the importance of the role of the chair of meetings and treat meeting and treat that person with respect at all times.
- f) Member have a duty to act in accordance with the law, including but not limited to the common law, the *Local Government Act*, *Community Charter*, *Workers' Compensation Act*, *Freedom of Information and Protection of Privacy Act*, and Human Rights Code of British Columbia, and applicable federal legislation.



**VILLAGE OF
HARRISON HOT SPRINGS
POLICY**

COUNCIL	POLICY NO.
MUNICIPAL FACILITIES HOURS OF OPERATION and CLOSURES	DATE APPROVED:

1. PURPOSE

This policy will apply to all facilities under the care and control of the Village for the purpose of providing municipal services, including special events.

2. POLICY

As a general practice, the Village of Harrison Hot Springs makes every effort to maintain normal operations of its public works and utility services seven days a week and provides for administrative office services Monday through Friday. There may be occasion where normal operations may be affected by seasonal holidays, storm events, utilities failure or other emergency situations that may interfere with the Village's ability to provide regularly scheduled services.

Seasonal Holidays

During seasonal holidays, the Village Office will be closed from December 25th through to New Year's Day of the following year. Public Works and Utility essential services will continue as required.

Storm Events or other Emergencies

The Chief Administrative Officer may authorize the closure of the Village Office or other Village facilities in response to major storm events, electrical or mechanical failures or other emergent situations that prevent regular operations.



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** October 28, 2020

FROM: Madeline McDonald
Chief Administrative Officer **FILE:** 0340-50

SUBJECT: Mask Mandate for Indoor Village Public Spaces

ISSUE: Provincial Health Officer has cited an expectation that masks be worn in all indoor public spaces.

BACKGROUND:

On Monday October 26, 2020 Provincial Health Officer Dr. Bonnie Henry stated that it is now an expectation that British Columbians wear non-medical masks in all inside public spaces. Outdoor public spaces are still considered to be a lower risk environment as Dr. Henry stated during the October 26th press briefing, indicating that it is not necessary to wear a mask outdoors unless physical distancing is not possible.

However, public indoor spaces include the reception and meeting areas of the Village Office as well as Memorial Hall which is currently serving as the Village Council Chambers. Accordingly, Village staff are recommending that all persons be required to wear a mask when attending any Village owned public building, until and unless they are seated in designated seating which provides for physical distancing. It is recommended that this provision stay in effect until the provincial public health officials indicate that it is no longer necessary.

This requirement will apply to the Village Office public and common areas, not including private offices or break rooms, Memorial Hall, the Beach Washrooms, Visitor Centre and the public portion of the Ranger Station Gallery. If approved by Council, staff will communicate this new requirement to the public and to all users of municipal facilities.

It is recommended that people who cannot wear a mask or facial covering for medical reasons, and children under the age of five, shall be exempt from this requirement

RECOMMENDATION:

THAT facial masks or coverings be worn by all people inside the public areas of municipally owned buildings until and unless they are seated in designated seating at least two meters apart from other people; and

THAT people who cannot wear a mask or facial covering for medical reasons and children under five years of age shall be exempt from this requirement; and

THAT this requirement remain in effect until such time as provincial public health officials advise that it is no longer necessary.

Respectfully submitted:

Madeline McDonald
Chief Administrative Officer



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** October 29, 2020
FROM: Rhonda Schell **FILE:** 0530-01
 Community Services Coordinator
SUBJECT: Video Recording of Council Meetings

ISSUE:

To inform Council on the options available to video record council meetings at Memorial Hall.

BACKGROUND:

At the January 23rd, 2020 Committee of the Whole Meeting, Council approved video recording at council meetings. The components installed to accomplish a basic recording system within the approved budget included a single view HD camera, built in mic, external hard drive, software, and a free YouTube account.

DISCUSSION:

At the October 19, 2020 Regular Council Meeting, the issue of video recordings was referred back to staff to provide a report to Council with options to record the meetings held at Memorial Hall.

To record meetings at Memorial Hall, the following options have been researched. In all proposed options, the camera would be connected to the sound system that captures audio from the microphones and staff would continue to use YouTube to store the video recordings. The current approved system does not provide for closed captioning and the following proposed options also have this limitation.

Proposed Options

1. Multiple camera angles to show the council table, staff, delegations, and the presentation screen. This option would require additional staff to operate the camera.

Estimated Installation Cost: \$7,500
 Ongoing annual cost: \$5,000

2. Move the existing equipment from Council Chambers to Memorial Hall, to be mounted over the auditorium doors. This view would capture the council table from a distance. It will show one single view and possibly capture the presentations screen. It will not require staff to operate it once the recording has begun.

Estimated Installation Cost: \$2,000

3. Move the existing equipment from Council Chambers to Memorial Hall, to be mounted on a tripod at the council table and upgraded to a wide-angle lens. While this would capture all of the council table, it will show the two closest Councillors very large and the Councillors farther away would appear smaller. It will show one single view and would not capture the presentations screen. It will not require staff to operate it once the recording has begun.

Estimated Installation Cost: up to \$1,000

4. Refer the issue back to staff with additional instructions.
5. Status Quo

RECOMMENDATION:

THAT Council authorize a budget of up to \$2,000 to implement video recording of council meetings at Memorial Hall.

Respectfully submitted:

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REVIEWED BY:

Madeline McDonald
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