

VILLAGE OF HARRISON HOT SPRINGS NOTICE OF MEETING AND AGENDA



COMMITTEE OF THE WHOLE

Date: Tuesday, September 29, 2020
Time: 9:00 a.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
Acknowledgement of Sts'ailes Traditional Territory

2. APPROVAL OF AGENDA

3. ITEMS FOR DISCUSSION

4. REPORTS FROM STAFF

(a) Report of Planning Consultant – August 24, 2020
Re: Land Use Opportunities for 435 – 476 Hot Springs Road

Recommendations:

Options

1. THAT Council proceed with the public hearing, for Bylaws 1142 and 1143, 2019, as proposed.
2. THAT Council proceed with a small placemaking exercise, prior to the holding of a public hearing.
3. THAT Council proceed with a small placemaking exercise and that the final report form part of the overall Official Community Plan review.
4. THAT Council not proceed with the public hearing and not entertain any further discussion on the uses of these parcels of land

(b) Report of Community Services Coordinator – September 14, 2020
Re: Community Engagement and Consultation Plan for Use of Vacant Lands

Recommendation:

THAT the Community Engagement and Consultation Plan for Use of Vacant Lands be approved.

Item 3(a)
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Item 3(b)
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(c) Report of Deputy Chief Administrative Officer – September 9, 2020
Re: Council Code of Conduct and Social Media Communications Policy

Item 3(c)
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(d) Report of Chief Administrative Officer – September 22, 2020
Council Remuneration and Expense Policy

Item 3(d)
Page 29

Recommendations:

THAT Travel and Expense Policy No. 1.07 be amended as presented; and

THAT Council Remuneration and Expense Policy No. 1.16 be amended as presented.

5. ADJOURNMENT



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL COMMITTEE OF THE WHOLE

TO: Mayor and Council **DATE:** September 9, 2020
FROM: Ken Cossey, MCIP, RPP **FILE:** 3360-20-Z02/19
Planning Consultant 6520-20-OCP01/19
SUBJECT: Land Use Opportunities for the Civic Lands (435 to 455 Hot Springs Road and 436 to 476 Road)

ISSUE:

To discuss the potential land uses for the above referenced lands, located adjacent to and to the north of the Village Office.

BACKGROUND:

On August 2, 1996, the Village became the owner of the lands under review, but prior to that on May 28, 1996 the Council of the day was in the process of rezoning the site from R-1 to a public use zone. Lots 1 and 19, on the north end were purchased with funding from the Parkland Acquisition Reserve Bylaw No. 677,1996 and reserved for park purposes by Bylaw 679, 1996.

On July 30, 2019 Council directed staff to prepare an Official Community Plan (OCP) and Zoning amendment bylaws, Both of these bylaws received two readings on August 12, 2019 and staff were authorized to set up public hearing. Since that time a planned update of the Village's Official Community Plan was included in the 2020-2024 Financial Plan. Further discussion of the land use associated with these properties was deferred in order to include them with an overall consideration of the OCP update. The Village also received a Housing Needs and Supply Report in December of 2019, which included new information about housing needs in the community. Unfortunately, the COVID-19 pandemic set the timeline back on the OCP work while staff focused on essential services and considered ways in which to approach public consultation, or placemaking work in a safe manner.

Placemaking Defined

Placemaking is the process through which we work together to shape our public spaces. Rooted in community-based participation, placemaking involves the planning, design, management, and programming of shared use spaces. More than just simply designing spaces, placemaking brings together diverse people, including professionals, elected

officials, residents, and businesses to either discuss the community as a whole or to address a specific public site.

Placemaking is about a process; it is a means to an end.

All forms of placemaking depend on the broad engagement of stakeholders which requires engaging and empowering people to participate in the process.

The types of placemaking projects can range from downtown street and façade improvements to looking at a specific neighborhood-based project such as residential rehabilitation, residential infilling, and mixed-use projects, and improvements to parks and public spaces.

Site Attributes

The site is highly visible from Hot Springs Road and is located at the gateway to the downtown commercial core which starts just across the Miami River Bridge. The site is easily serviceable and is accessible from both Miami River Drive and Poplar Street.

To the north of this site the area is adjacent to Miami River Drive. Lots 2, 3 and 4 fronts onto Hot Springs Road and range in size from 637M² to 676M². Lots 16, 17 and 18 fronts onto Poplar Street and all three lots are 676M² in size. The site is relatively level and is currently used as an overflow parking lot area.

Located between Lots 2, 3 and 4 and Lots 16, 17 and 18 is a lane that is approximately 161M (530 ft) long and 6M (20ft) wide.

Current Official Community Plan (OCP) designation

Upon a review of OCP Bylaw 864, 2007, the site is currently designated as a Public Use area, as per Schedule 1-B of the OCP.

Current Zoning

Upon a review of Bylaw 1115, 2017 the site is zoned Community (P-1)

Surrounding Land Uses

To the north of this site, along Miami River Drive, the zoning is R-1, to the east along Poplar Street the zoning is R-1. On the west side, along Hot Springs Road, the zoning is R-2.

Legal description and civic address of the site under review

435 Hot Springs Road – Lot 2, Block 2, S 13, Tp 4, Range 29, W6M NWD Plan 9786
445 Hot Springs Road – Lot 3, Block 2, S 13, Tp 4, Range 29, W6M NWD Plan 9786
455 Hot Springs Road – Lot 4, Block 2, S 13, Tp 4, Range 29, W6M NWD Plan 9786
456 Poplar Street - Lot 16, Block 2, S 13, Tp 4, Range 29, W6M NWD Plan 9786

446 Poplar Street - Lot 17 Block 2, S 13, Tp 4, Range 29, W6M NWD Plan 9786
436 Poplar Street - Lot 18 Block 2, S 13, Tp 4, Range 29, W6M NWD Plan 9786

Past suggested uses

Upon a historical review of the files for this site, it seems that the site was once zoned as R-1, (prior to Zoning Bylaw 674, 1996). Some of the other suggested past uses of these lands have included discussions on:

- Civic/Community facility
- Public works compound
- Parking Lot
- Multi-purpose recreational

SUGGESTED PLACEMAKING APPROACH

Utilizing the simplest definition of placemaking: Placemaking is the process of creating quality places that people want to live, work, or play in, a suggested process for this review would be as follows:

- **Gathering Ideas** (October - November 2020)

This step is outlined in the Community Engagement report prepared by Ms. Rhonda Schell, and will be presented later during this meeting

- **Exploring Options** (December 2020 – Feb 2021)

Once the data has been collected and the community engagement information has been tabulated, various land use scenarios will be highlighted and presented to Council

- **Developing the Plan** (Mar 2021 – April 2021)

Acceptance of the final scenario by Council

RECOMMENDATIONS:

Options

1. THAT Council proceed with the public hearing, for Bylaws 1142 and 1143, 2019, as proposed.
2. THAT Council proceed with a small placemaking exercise, prior to the holding of a public hearing.
3. THAT Council proceed with a small placemaking exercise and that the final report form part of the overall Official Community Plan review.

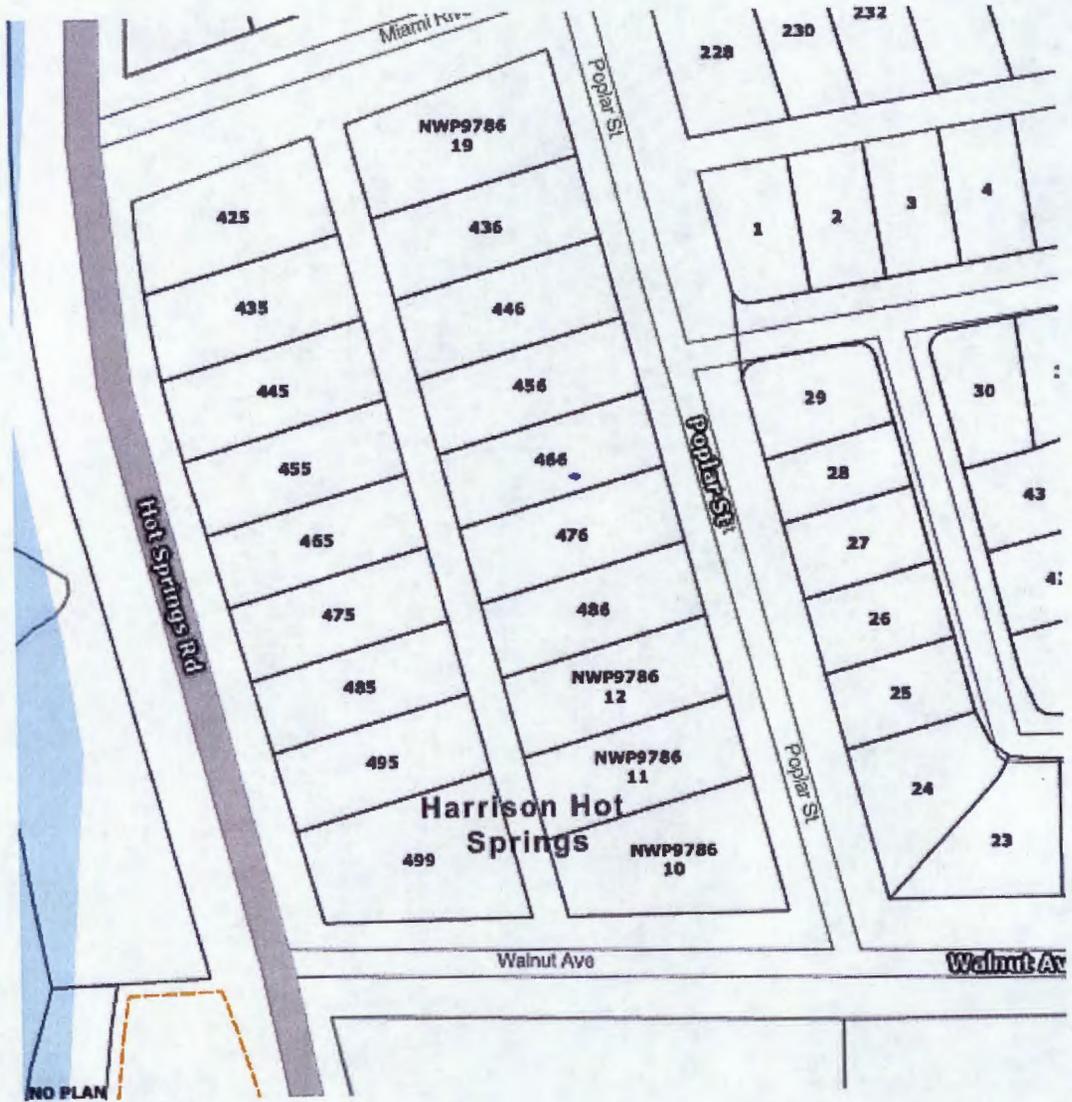
4. THAT Council not proceed with the public hearing and not entertain any further discussion on the uses of these parcels of land.

Respectfully submitted;

Ken Cossey
Ken Cossey, MCIP, RPP,
Planning Consultant
Attachments (1) Site Map

**REVIEWED BY and Concurrence
with the RECOMMENDATIONS**
Madeline McDonald
Madeline McDonald
Chief Administrative Officer







VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL COMMITTEE OF THE WHOLE

TO: Mayor and Council **DATE:** September 14, 2020
FROM: Rhonda Schell **FILE:** 6520-20-OCP01/19
Community Services Coordinator
SUBJECT: Community Engagement and Consultation Plan for Use of Vacant Lands

ISSUE:

To engage the community in a meaningful way, the following placemaking community engagement and consultation plan has been developed. The objectives of this plan are to inform, consult, involve, and empower the community and stakeholders to influence the use of the lands located adjacent to and to the north of the Village Office will be used.

DISCUSSION:

Staff will employ several tools to capture the feedback and suggestions from the community including, but not limited to, an engagement software suite, survey (online and paper copies will be available), Facebook or Zoom Live sessions for both the community and stakeholders, in person focus groups if physical distancing restrictions are lifted. In order to reach as many demographics as possible, sessions will take place during the day, evening, and weekend. A specific webpage will be created to keep the community informed during the consultation process.

To inform the public of the opportunities to engage in the consultation process, staff will make use of advertising on social media, the newspaper, bulletin boards, newsletters, the Village website, and a Canada Post direct mailout to local post office boxes. Letters to specific interest groups will also be sent to invite stakeholder participation and feedback.

Feedback from the community will be presented to Council for consideration in the form of a report.

FINANCIAL IMPLICATIONS

The estimated budget for community engagement and consultation is \$3,500. This does not include staff or consultant time. Using Engagement HQ software (<https://www.bangthetable.com/engagementhq-community-software>) and landing page for this project will act as a precursor to the OCP community engagement and consultation. This will assist residents and stakeholders to become familiar with the platform so they are more readily prepared for larger conversations. The full annual cost of Engagement HQ is \$4000.

2020 Land Use Planning Budget

\$ 1,500	Engagement HQ
600	Other Software
1,400	Print and Advertising
\$3,500	Total

2021 OCP Estimated Budget

\$ 4,000	Engagement HQ
600	Other Software
3,400	Print and Advertising
\$8,000	Total

The 2020-2024 Financial Plan Bylaw identified \$3,500 for community consultation for the Official Community Plan and remained unused due to the OCP being deferred to 2021 because of COVID-19.

RECOMMENDATION

THAT the Community Engagement and Consultation Plan for Use of Vacant Lands be approved.

Respectfully submitted;

REVIEWED BY:

Rhonda Schell

Rhonda Schell
Community Services Coordinator

Madeline McDonald

Madeline McDonald
Chief Administrative Officer

MODEL CODE OF CONDUCT

Getting Started on a Code of Conduct for Your Council / Board

Produced by the Working Group on Responsible Conduct

August 2018



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The Working Group on Responsible Conduct is a joint initiative between the Union of BC Municipalities, the Local Government Management Association, and the Ministry of Municipal Affairs & Housing. The Group was formed to undertake collaborative research and policy work around issues of responsible conduct of local government elected officials.

INTRODUCTION & EXPLANATORY NOTES

What is a Code of Conduct?

- A Code of Conduct is a written document that sets shared expectations for conduct or behaviour. A local government council or board can adopt a Code of Conduct to establish shared expectations for how members should conduct themselves while carrying out their responsibilities and in their work as a collective decision-making body for their community.
- Responsible conduct of elected officials is not optional; it is essential to good governance. Responsible conduct is grounded in conducting oneself according to principles such as honesty and integrity, and in a way that furthers a local government's ability to provide good governance to their community (e.g. governing in a way that is transparent, ethical, accountable, respectful of the rule of law, collaborative, effective, and efficient).
- A Code of Conduct is one tool that can be used by a local government council or board to promote or further responsible conduct.

What is the purpose of this document?

- The purpose of this document is to provide local government council or board members with a model Code of Conduct which establishes a set of principles and general standards of conduct that can be used as a starting point to develop their own Code of Conduct.
- This model Code of Conduct may also be useful for councils or boards who already have a Code of Conduct in place, but wish to review or refresh the document following the 2018 general local elections.
- The Working Group on Responsible Conduct has also developed a "Companion Guide" to accompany this document that provides discussion questions, things to keep in mind, and other tips to facilitate a council or board's conversation in developing a Code of Conduct.
- The general standards of conduct set out in this model Code of Conduct reflect the foundational principles of integrity, respect, accountability, and leadership and collaboration.¹ Every Code of Conduct should be built on these key foundational principles.
- Councils or boards may choose to customize and expand on the general standards of conduct provided in this model Code of Conduct by:
 - Adding examples of specific behaviours or other details to further elaborate on the standards of conduct that are provided;
 - Including additional standards of conduct that address topics of importance to the council or board and which are not directly dealt with by the standards of conduct already provided; and/or
 - Incorporating, referencing or attaching other policies that are generally related to responsible conduct (such as social media policies), where a council or board feels it is appropriate.

¹ The Working Group on Responsible Conduct identified four foundational principles that can be used to guide the conduct of local elected officials in B.C. More information about these principles can be found [here](#).

What are some considerations in developing and using a Code of Conduct?

- In developing a Code of Conduct, council or board members should consider *not just* the content of the Code of Conduct, but also how to make it meaningful for members, both as individuals and as a collective decision-making body. While there is no 'right' way to develop and use a Code of Conduct, councils or boards should consider the following to maximize the effectiveness of their Code of Conduct:
 - *Don't overlook the importance of the process when developing and adopting a Code of Conduct:* How a Code of Conduct is developed and adopted matters; providing opportunities for council or board members to discuss the language and content of the Code of Conduct and how it can best be customized to meet the needs of the council or board, and individual members, is important to ensure its effectiveness. Discussing shared expectations as a part of the orientation process for newly elected officials, or including the Code of Conduct as an outcome of a strategic planning process (with dedicated follow-up opportunities for development) could be good ways of ensuring a Code of Conduct is adopted in a meaningful way.
 - *Make the Code of Conduct meaningful:* Finding ways to integrate the Code of Conduct into the council or board's ongoing governance will help ensure that it remains a relevant and effective living document. For instance, some councils or boards may choose to refer to the Code of Conduct at every meeting; others may have a copy included in every agenda package or framed on the wall in the meeting room or placed on the desk of each elected official as a regular point of reference.
 - *Make sure the Code of Conduct is consistent with existing laws and policies:* Council or board members may include a variety of topics in their Code of Conduct. Where existing laws or policies deal with topics they choose to include in their Code of Conduct (i.e. privacy legislation; Human Resources policies; etc.), they must ensure that their Code of Conduct is consistent with those laws and policies.
 - *Offer ongoing advice, education and support:* A council or board will also want to consider how members can best be supported in working with their Code of Conduct. This could include, for example, general education around the purpose of Codes of Conduct, opportunities for members to receive specific advice on how the Code of Conduct should be interpreted and applied, as well as other ongoing opportunities for support and education – for example, orientation when new members join the council or board or regular debriefings following council or board meetings to discuss how effectively the Code of Conduct guided the discussion.
 - *Revisit it regularly:* Council or board members should approach their Code of Conduct as a living document to be reviewed and amended from time to time, to ensure that it remains a relevant and effective tool.

MODEL CODE OF CONDUCT ²

A. INTRODUCTION

As local elected representatives (“members”), we recognize that responsible conduct is essential to providing good governance for the [city / municipality / regional district / district] of [name of local government].

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 members, staff, and the public.

B. HOW TO APPLY AND INTERPRET THIS CODE OF CONDUCT

This Code of Conduct applies to the members of [city / municipality / regional district / district] of [name of local government]. 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 members, staff, and the public.

Elected officials must conduct themselves in accordance with the law. This Code of Conduct is intended to be developed, interpreted and applied by members in a manner that is consistent with all applicable Federal and Provincial Laws, as well as the bylaws and policies of the local government, the common law and any other legal obligations which apply to members individually or as a collective council or board.

² Some sections of this Code of Conduct include additional information in a shaded box. This information is for guidance and context only, and is not intended to be included in a local government’s Code of Conduct.

C. FOUNDATIONAL PRINCIPLES OF RESPONSIBLE CONDUCT

Information about the Foundational Principles:

The foundational principles of integrity, respect, accountability and leadership and collaboration have been identified by the Working Group on Responsible Conduct as being important to promoting and furthering responsible conduct and should be incorporated into every Code of Conduct.

A high-level definition of each foundational principle, along with a general description of the type of conduct that upholds each principle, is provided below. These principles are intended to provide members with a shared understanding of responsible conduct and guide them in fulfilling their roles and responsibilities both as individual elected officials and as a collective council or board. Key standards of conduct are set out in subsequent sections of this model Code of Conduct to provide specific examples of the types of conduct that demonstrate the foundational principles.

These four principles, in conjunction with the key standards of conduct, can be used as a guide for elected officials against which to assess their own conduct.

1. **Integrity** – means being honest and demonstrating strong ethical principles. Conduct under this principle upholds the public interest, is truthful and honourable.
2. **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.
3. **Accountability** – means an obligation and willingness to accept responsibility or to account for ones actions. Conduct under this principle is demonstrated when council or board members, individually and collectively, accept responsibility for their actions and decisions.
4. **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 or board member encourages individuals to work together in pursuit of collective objectives by leading, listening to, and positively influencing others.

D. OPTIONAL: VALUE STATEMENTS

Information about including Value Statements:

A council or board may wish to customize their Code of Conduct to include 'value statements'. These are high-level statements that identify the values that the council or board consider important and feels should be included for context in their Code of Conduct.

A council or board may find the "Companion Guide" to this Code of Conduct useful as they consider how 'value statements' may be incorporated into their own Code of Conduct.

E. STANDARDS OF CONDUCT

Information about the Standards of Conduct:

The following section provides general standards of conduct that reflect the foundational principles identified above. A council or board can customize their Code of Conduct by including additional standards of conduct, or by expanding on existing standards of conduct to more clearly demonstrate how a member can exemplify responsible conduct.

A council or board may find the "Companion Guide" to this Code of Conduct useful as they consider how these general standards of conduct may be customized to best fit their needs.

Integrity: Integrity is demonstrated by the following conduct:

- Members will be truthful, honest, and open in all dealings, including those with other members, staff and the public.
- Members will ensure that their actions are consistent with the shared principles and values collectively agreed to by the council or board.
- Members will follow through on their commitments, correct errors in a timely and transparent manner, and engage in positive communication with the community.
- Members will 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 those decisions.
- Members will behave in a manner that promotes public confidence in all of their dealings.

Respect: Respect is demonstrated through the following conduct:

- Members will treat every person with dignity, understanding, and respect.
- Members will show consideration for every person's values, beliefs, and contributions to discussions.
- Members will demonstrate awareness of their own conduct, and consider how their words or actions may be perceived as offensive or demeaning.
- Members will not engage in behaviour 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.

Accountability: Accountability is demonstrated through the following conduct:

- Members will be responsible for the decisions that they make and be accountable for their own actions and the actions of the collective council or board.
- Members 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.
- Members will carry out their duties 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.

Leadership and Collaboration: Leadership and collaboration is demonstrated through the following conduct:

- Members will behave in a manner that builds public trust and confidence in the local government.
- Members will consider the issues before them and make decisions as a collective body. As such, members will actively participate in debate about the merits of a decision, but once a decision has been made, all members will recognize the democratic majority, ideally acknowledging its rationale, when articulating their opinions on a decision.
- Members will recognize that debate is an essential part of the democratic process and encourage constructive discourse while empowering other members and staff to provide their perspectives on relevant issues.

- As leaders of their communities, members will 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.
- Members will recognize, respect and value the distinct roles and responsibilities others play in providing good governance and commit to fostering a positive working relationship with and among other members, staff, and the public.
- Members will recognize the importance of the role of the chair of meetings, and treat that person with respect at all times.

F. OPTIONAL: ADDITIONAL POLICIES

Information about including Additional Policies:

A council or board may choose to include additional policies as part of their Code of Conduct. These additional policies may be useful in addressing matters of importance that require deeper attention or that are connected to the four foundational principles. Some examples of the types of policies that a council or board could include are provided below.

A council or board may want to consult the “Companion Guide” for tips and resources for including additional policies (e.g. examples of social media policies from particular local governments).

Policies About Communications

- *Use of social media by members.*
- *How members communicate as representatives of the local government.*

Policies About Personal Interaction

- *Interactions between members and others, such as the public, staff, bodies appointed by the local government, and other governments and agencies (e.g. respectful workplace policies).*
- *Roles and responsibilities of staff and elected officials.*

Policies About How Information is Handled

- *Proper handling and use of information, including information which is confidential or otherwise protected and is made available to members in the conduct of their responsibilities.*
- *Retention and destruction of records.*
- *How and when information that was relevant to the decision making process is made publicly available.*

Policies About Other Matters

- *Creation, use, and retention of the local government’s intellectual property.*
- *Personal use of local government resources.*
- *Receipt of gifts and personal benefits by members.*
- *Provision of remuneration, expenses or benefits to members in relation to their duties as members.*

Getting Started on a Code of Conduct for Your Council / Board

August 2018

Produced by the Working Group on Responsible Conduct

What is Responsible Conduct?

Responsible conduct is grounded in conducting oneself according to principles such as honesty and integrity, and in a way that furthers a local government's ability to provide good governance to their community

Keep in mind...

before thinking about the content of your Code of Conduct, ensure that everyone is on the same page about what you want to achieve and how you want to get there. Agreeing on the objectives and the process upfront will help make the Code of Conduct more meaningful and successful

Introduction

The Working Group on Responsible Conduct has developed a model Code of Conduct that can be used as a starting point by local government councils/boards to develop their own customized Code of Conduct.

This companion guide provides discussion questions, things to keep in mind, and other helpful tips and resources to facilitate a council/board's conversation in developing their own Code of Conduct. This guide is also useful for councils/boards that already have a Code of Conduct in place, but may want to review or refresh it following the 2018 general local elections.

What is a Code of Conduct?

A Code of Conduct is a written document that sets shared expectations for conduct or behaviour. A council/board can adopt a Code of Conduct to establish expectations for how members should conduct themselves while carrying out their responsibilities, and in their work as a collective decision-making body for their community.

Responsible conduct of elected officials is not optional; it is essential to good governance. A Code of Conduct is one tool that can be used by a local government council/board to promote or further responsible conduct.

Before you get Started

Before you discuss the content of your Code of Conduct, it is important to ensure that all council/board members understand the purpose of embarking on the development of a Code of Conduct, have clear expectations about what the Code of Conduct will and will not do, and that there is consensus on the process for developing it.

Ensuring that everyone is on the same page before diving into the details of your Code of Conduct will help make the development process easier and the Code of Conduct more meaningful. Ask yourselves:

- Q Why is developing a Code of Conduct important to us?
- Q What are our key objectives in developing a Code of Conduct?
- Q Do we each understand the role of a Code of Conduct (i.e. that it is in addition to, not instead of, legal rules and local government policies)?
- Q What kind of process do we want to undertake to develop our Code of Conduct? Do we want to do this ourselves, with staff or get assistance from a facilitator or other consultant?
- Q Would we benefit from training or education about responsible conduct or Codes of Conduct generally before we get started on developing our own?

★ **TIP:** It may take multiple sessions and a variety of approaches to develop a Code of Conduct that works for you – don't feel you have to get it done in one sitting or using any one particular method.

Keep in mind...

that elected officials must always conduct themselves in accordance with the law – this includes rules set out in local government legislation and other legislation, such as human rights rules. Ensure that your Code of Conduct is consistent with existing laws and policies

Keep in mind...

that a Code of Conduct does not need to be complex or elaborate – it simply needs to spell out the standards your council/board feels are important to be commonly understood

Setting the Scope

Developing a Code of Conduct requires consideration about its scope, including who it applies to and in what capacity. For example, the model Code of Conduct prepared by the Working Group on Responsible Conduct is intended to apply to local elected officials.

When thinking about the scope and application of your Code of Conduct, ask yourselves:

- Q Other than the elected members of your council/board, will the Code of Conduct apply to anyone else over which the local government has authority (e.g. senior staff)? If it includes staff, how will that work with existing policies and laws (e.g. employment contracts, collective agreements, workplace laws/policies)?
- Q Will the Code of Conduct apply to any or all of your local government committees and/or commissions? If so, are there specific considerations, limitations or criteria on how the Code of Conduct will apply to these bodies?
- Q Will the Code of Conduct apply to elected members in carrying out all of their roles and responsibilities in all circumstances (e.g. when an elected official sits on an advisory committee with members of the public and others not covered by a council/board's Code of Conduct)?

★ **TIP:** Make sure the scope of your Code of Conduct aligns with the objectives you initially identified for developing a Code of Conduct. The broader the scope of the Code of Conduct, the more difficult it may be to implement and put into practice.

Thinking about Principles & Values

The model Code of Conduct developed by the Working Group on Responsible Conduct is built on four key foundational principles -- *integrity, respect, accountability, and leadership and collaboration*. At a minimum, every Code of Conduct should incorporate these four principles, but your council/board may want to build on these principles and provide more context regarding the values and objectives underlying the Code of Conduct. Ask yourselves:

- Q Are there additional principles that are fundamentally important to our council/board (e.g. openness; impartiality; transparency)? If so, what are they and how are they defined? Should they be included in our Code of Conduct?
- Q Are there particular values that are important to us that should be explicitly articulated as value statements in our Code of Conduct (e.g. "we practice high standards of ethical behaviour and conduct our decision-making in an open and transparent way to inspire trust"; "we strive for continuous improvement")?
- Q Are there principles in our Code of Conduct that we want to include in other policies or procedures to ensure our expectations for conduct are consistent (e.g. ensure any principles set out in the procedure bylaw are consistent with principles set out in the Code of Conduct)?

★ **TIP:** Use clear, concise language that can be easily understood by everyone at all levels of the organization, as well as the public.

Setting Standards of Conduct

The model Code of Conduct developed by the Working Group on Responsible Conduct sets out a range of standards of conduct that reflect the four key foundational principles. Because these are broadly applicable, they are necessarily written as general statements.

Your council/board can customize by adding other standards, expanding on the ones provided or by providing specific statements or examples of expected behaviour. Ask yourselves:

- Q Are there specific behaviours that should be identified and encouraged under our Code of Conduct? For example:
- o members should listen courteously and attentively to all discussions at the council/board meeting, and focus on the business at hand
 - o members must make every effort to show up to all meetings on time and well prepared to take an active role in the business at hand
 - o members should always consider the impact that their choice of language may have on other individuals
- Q Are there specific behaviors that should be identified and discouraged under our Code of Conduct? For instance:
- o members must not interrupt each other during a meeting, including by talking over another person
 - o members must not engage in specific physical actions or language, such as shaking a fist, eye rolling, turning their back to people who are speaking, making faces, pointing aggressively, using curse words, or making comments about a person's appearance
 - o members must stop talking and pay attention when the chair is talking or seeking order
- ★ **TIP:** No Code of Conduct will capture every situation that may arise. Consider which standards of conduct matter the most to your council/board now and incorporate additional standards as needed.
- ★ **TIP:** Look at other published Codes of Conduct for ideas you feel may be appropriate for your council/board's Code of Conduct (see "List of Resources & Helpful Links" section of this guide).
- ★ **TIP:** Ensure that your standards of conduct are clear and easy to interpret (e.g. any member should be able to see whether they are or are not meeting the standard).

Keep in mind...

that it is important to balance rules about appropriate conduct (including language, communication and other physical actions) with the importance of open discourse that is necessary for governing bodies

Keep in mind...

that achieving consensus at the council/board table about the content of the Code of Conduct may be challenging, but having these difficult conversations is an important part of developing a meaningful Code of Conduct

Incorporating other Policies

Local governments are likely to have a range of existing policies on a number of topics, from communications to information management to human resources. A Code of Conduct may be a useful place to connect to some of these policies. Ask yourselves:

- Q What existing policies do we already have that could be referenced in our Code of Conduct (e.g. respectful workplace policy; use of social media; handling of information; gifts and personal benefits)?
- Q Are there any existing policies that need to be updated to reflect or reference the Code of Conduct?
- ★ **TIP:** You do not need to replicate all of your organization's existing policies in a Code of Conduct. Key policies can simply be referenced where appropriate, throughout your Code of Conduct.

Adopting and Publishing your Code of Conduct

Once you have come to a consensus on the content of your Code of Conduct, ask yourselves:

- Q How will we try to ensure that all members are comfortable with a Code of Conduct that is adopted? What can we do if some members disagree with the Code of Conduct?
- Q Should each council/board member formally commit to the Code of Conduct in some way? What would this look like (e.g. each member signs the document)?
- Q How are we going to communicate or present the Code of Conduct to staff, the public and others? Should it be on our website? How else can we make it known?
- ★ **TIP:** Make sure your Code of Conduct is easily accessible by everyone in the organization, as well as the public.

Putting the Code of Conduct into Action

Finding ways to integrate the Code of Conduct into your ongoing governance will help ensure that it remains a relevant and effective 'living' document. Consider how you will maintain, use and keep your Code by Conduct 'alive' and meaningful by asking yourselves:

- Q How will we use and refer to the Code of Conduct (e.g. by including it in every agenda package? Displaying it on the wall? Framing it on every member's desk?)?
- Q Should there be education or any other supports for our council/board members or employees about the Code of Conduct (e.g. at a set time such as the start of every term)? How will new members be oriented to it (e.g. after a by-election)?
- Q How do we know that that the Code of Conduct is working for us? How will we review and evaluate the Code of Conduct (e.g. when/how often should we review it? Should there be a set process for reviews? How will changes be incorporated?)?
- ★ **TIP:** It may be useful to establish a process for feedback on the Code of Conduct to ensure that when a review happens, all of the relevant feedback is readily available and can be considered.

Keep in mind...

that if it is challenging to achieve consensus at adoption or any other stage of the development process – don't be afraid to seek out a facilitator or another consultant

Keep in mind...

that making your Code of Conduct accessible, transparent and available to the public will help build public confidence and demonstrate a commitment to good governance

Keep in mind...

that your Code of Conduct is not 'set in stone'; it can be and should be revisited and reviewed regularly

List of Resources & Helpful Links

WORKING GROUP ON RESPONSIBLE CONDUCT RESOURCES

Model Code of Conduct

http://www.ubcm.ca/assets/Resolutions~and~Policy/Policy/Governance/Working~Group~on~Responsible~Conduct/MODEL_CODE_OF_CONDUCT_Aug2018_FINAL.pdf

Responsible Conduct of Local Elected Officials Website (Policy Paper; Foundational Principles Brochure)

<https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/conduct-of-locally-elected-officials/responsible-conduct>

Responsible Conduct of Local Elected Officials – Consultation Paper (March 2017)

http://www.ubcm.ca/assets/Resolutions~and~Policy/Policy/Governance/Working~Group~on~Responsible~Conduct/ResponsibleConductLocalGovtElectedOfficials_Consultation_Paper_March302017.pdf

EXAMPLES OF LOCAL GOVERNMENT CODES OF CONDUCT (BC)

District of Sparwood

<https://sparwood.civicweb.net/document/67075>

District of Saanich

<http://www.saanich.ca/assets/Local~Government/Documents/Bylaws~and~Policies/code-of-conduct-nov-2016.pdf>

City of Vancouver

<http://vancouver.ca/files/cov/boards-committees-code-of-conduct.pdf>

District of Sooke

<https://sooke.civicweb.net/document/11215>

City of Prince George

https://www.princegeorge.ca/City%20Hall/Documents/Mayor%20and%20Council/Council_Code_of_Conduct.pdf

District of North Vancouver

<http://app.dnv.org/OpenDocument/Default.aspx?docNum=2611131>

Cariboo Regional District

<http://bouchielakerec.ca/wp-content/uploads/2013/03/Code-of-Conduct-and-Ethics-FINAL-CRD-Board.pdf>

Regional District of Central Okanagan

https://www.regionaldistrict.com/media/201242/Code_of_Conduct.pdf

RESOURCES ABOUT ROLES AND RESPONSIBILITIES

City of Port Moody (sample policy)

<http://www.portmoody.ca/modules/showdocument.aspx?documentid=1513>

City of Maple Ridge (orientation manual)

<http://www.mapleridge.ca/DocumentCenter/View/4526/Council-Orientation-Manual-2014>

RESOURCES ABOUT SOCIAL MEDIA POLICIES

Social Media Resource Guide (Alberta Urban Municipalities Association)

https://www.auma.ca/sites/default/files/Advocacy/Programs_Initiatives/citizen_engagement/social_media_resource_guide.pdf

[Note: page 26 pertains to Elected Officials and Social Media Policy]

City of Pitt Meadows (sample policy)

<http://www.pittmeadows.bc.ca/assets/Policies/C074-Council%20Social%20Media-Reaffirmed.pdf>

City of Maple Ridge (sample policy)

http://www.mapleridge.ca/DocumentCenter/View/1367/social_media_policy_3010?bidId

City of Leduc (sample policy)

<https://www.leduc.ca/sites/default/files/2014-11-17%20Public%20CoW%20Agenda%20Item%2006b%20-%20Social%20Media%20Policy%20%28Distributed%20Under%20Separate%20Cover%29.pdf>

City of Guelph (sample policy)

<http://guelph.ca/news/social-media/social-media-principles-and-guidelines-for-elected-officials/>

RESOURCES ABOUT HARASSMENT / HUMAN RIGHTS

City of Vancouver: Human Rights & Harassment policy

<https://policy.vancouver.ca/AE00205.pdf>

City of Richmond: Respectful Workplace Policy

https://www.richmond.ca/_shared/assets/Respectful_Workplace_Policy22820.pdf

District of Sooke: Anti-bullying Policy

<https://sooke.civicweb.net/document/11213>

RESOURCES ABOUT PRIVACY & HOW INFORMATION IS HANDLED

Privacy Management (Office of the Information & Privacy Commissioner)

<https://www.oipc.bc.ca/guidance-documents/1545>

District of Saanich (sample privacy management policy)

<http://www.saanich.ca/assets/Local~Government/Documents/Bylaws~and~Policies/privacy-management-may-2017.pdf>

Produced by the Working
Group on Responsible
Conduct



COUNCIL	POLICY NO. 1.31
SOCIAL MEDIA COMMUNICATIONS	DATE ADOPTED:

PURPOSE

This policy is intended to:

- ensure that Mayor and Council members understand their responsibilities to the Village and their colleagues;
- protect the Village’s confidential business information, privacy, interest and reputation; and
- establish a standard for professional and respectful online communication.

POLICY

a) General

- i. This Policy applies to all Members of Council and their use of Social Media or Social Networking Sites including third-party hosted, web-based, and mobile technologies that allow the creation and exchange of user generated content to share opinions and information. These include but are not limited to: blogging, bookmarking, digital applications (apps), document sharing, forums and discussion boards, geo-mapping, microblogging, online encyclopedias, photo sharing, social networking, and/or video sharing.
- ii. Mayor and Council Members should refer to the Media Communications Policy which appoints the Mayor as official spokesperson to the media and public on behalf of Council matters.

b) Appropriate Use of Social Media

- i. Social media usage, even when anonymous or conducted under a pseudonym, must be in compliance with the BC Human Rights Code, the BC Criminal Code, the BC Freedom of Information and Protection of Privacy legislation, other Village policies and must be in accordance with the Terms of Service of each social media/networking site.
- ii. Any content posted by a member of council in their capacity as an elected official is considered a record and can be subject to the Freedom of Information and Protection of Privacy legislation.

- iii. If Mayor and Council Members choose to create a politician/elected official social media profile or account, this role should be indicated in the username or profile description and a separate photo other than their official Village photo should be used. All Village-related information posted to politician/elected official profiles should direct users to the Village's website or social media accounts for official information.
- iv. If Mayor and Council Members choose to create a personal account for election campaign purposes, that account may not be used for Village purposes, must not be created or supported by Village resources, and must not use their Council title or the Village of Harrison Hot Springs logo.

c) Inappropriate Use of Social Media

- i. Mayor and Councillors are prohibited from posting derogatory, defamatory, discriminatory, indecent, obscene, or false comments about the Village, its work, and any persons associated with and employed by the Village of Harrison Hot Springs, elected officials and/or Boards, even if such persons are not directly identified, as these posts can cause damage to the Village's reputation or Council's reputation and relationships with other agencies, partners and the public it serves.
- ii. Mayor and Council Members should not discuss the Village's, clients', partners' or suppliers' confidential or other proprietary information.
- iii. The Village of Harrison Hot Springs name, logo or trademark should not be used in any screen name, social media ID or profile name other than the official Village social media accounts and profiles.
- iv. Village-commissioned photography or images are not to be used in individual Mayor or Councillor profile photos or social media posts unless being shared directly from the Village's social media sites.
- v. Mayor and Council Members should not post information regarding emergency warnings or alerts. This information will be released from emergency response agencies.

d) Understanding Risks of Social Media Use

- i. Mayor and Councillors should be aware that when using social media/networking sites online, there is no expectation of privacy and therefore should conduct themselves in such a manner. Anything posted online should also be deemed appropriate for public distribution via traditional media or otherwise, and content can exist online in perpetuity or in individual computers even if the original post is removed or edited.
- ii. Mayor and Council Members have a legal duty to act in the best interests of the municipal corporation, and should always be alert to the fact that their comments and opinions might be used as evidence against themselves or local government in legal proceedings. The legal risk is amplified in the case of social media, where an off-hand comment or opinion

instantly becomes part of the permanent public record, and available for use against the local government.

e) Confidentiality and Privacy

- i. Mayor and Councillors have a duty of confidentiality to the Village. Social media discussions, comments and posts, including textual or visual material should not disclose personal or confidential information regarding any persons employed by the Village of Harrison Hot Springs, elected officials and/or advisory committee members, or confidential business information belonging to the Village. Confidential information includes any non-public financial or operational information, and anything else that is of value to the Village that is not already public.



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL COMMITTEE OF THE WHOLE

TO: Mayor and Council **DATE:** September 17, 2020
FROM: Madeline McDonald **FILE:** 0340-50
Chief Administrative Officer
SUBJECT: Remuneration and Expense Policies No. 1.16 & No 1.07

ISSUE: Remuneration and Expense Policy Nos. 1.16 & 1.07 require updates.

BACKGROUND:

In October of 2018 Council considered a recommendation to revise Council Remuneration and Expense Policy 1.16. Proposed revisions included the elimination of a reference to the one-third tax exemption previously applied to Council remuneration, a compensatory increase to Council remuneration, and an increase to automobile allowance rates to match rates set by the Canadian Revenue Agency. Council did not support the proposed changes to the Policy and none of the proposed amendments were not undertaken.

At the September 8, 2020 Regular Council Meeting, council directed staff to update the Council Remuneration and Expense Policy to clarify eligible professional development expenses and to finally remove the reference to the now defunct one-third tax exemption.

DISCUSSION:

Since the Council Remuneration and Expense Policy was originally drafted, new and ongoing professional development opportunities have been made available by the Local Government Leadership Academy (LGLA). The LGLA is affiliated with the Union of BC Municipalities (UBCM) and offers courses, workshops and conferences which are specifically developed for local government elected officials. These opportunities are now referenced as an eligible expense in the Policy.

A revision of the Council Remuneration and Expense Policy is also an opportunity to revisit automobile allowance rates. In 2018, Council rejected a recommendation to tie the policy to rates set by the federal government for tax purposes, deeming it to be too high. Currently, federal automobile allowance rates are at \$.59/kilometer. By comparison, the Province of BC Finance Travel Policy reimburses eligible automobile allowance expenses at a rate of \$.55/kilometer. Current Village policy is set at \$.50/kilometer and is not tied to any other standard.

If the automobile allowance rates are changed, it will be necessary to update the Policy No. 1.07 which guides the reimbursement of staff expenses.

Other changes of a housekeeping nature include the addition of a proviso that the reimbursement of eligible expenses is subject to budget availability and the deletion of references to specific ineligible expenses such as movies and dry cleaning. Reimbursement for the cost of alcohol was included in the list of ineligible expenses and is now cited as an ineligible expense in its own line item.

Both Policies are attached with the proposed changes highlighted in red italics for Council's consideration and review.

RECOMMENDATIONS:

THAT Travel and Expense Policy No. 1.07 be amended as presented; and

THAT Council Remuneration and Expense Policy No. 1.16 be amended as presented.

Respectfully submitted:

Madeline McDonald

Madeline McDonald
Chief Administrative Officer



**VILLAGE OF
HARRISON HOT SPRINGS
POLICY**

COUNCIL	POLICY NO. 1.07
EMPLOYEE TRAVEL AND EXPENSE	DATE ADOPTED: August 23, 2006 AMENDMENTS: June 18, 2007 August 16, 2010 May 26, 2011 February 20, 2012

1. PURPOSE

To establish policy and procedures to govern the reimbursement of expenses incurred by Village staff.

2. POLICY

The Village of Harrison Hot Springs shall reimburse staff when engaging in municipal business outside the village, attending conferences, courses or meetings.

3. AUTHORITY

- a. Funding shall be identified for inclusion in the annual financial plan for staff attendance at training sessions, seminars, conferences, meetings etc.
- b. The Mayor shall have the authority to authorize the Chief Administrative Officer's attendance and the Chief Administrative Officer shall have authority to authorize staff's attendance for any purpose deemed to be for the improvement and good government of the Village of Harrison Hot Springs, subject to the necessary funds being available in the annual financial plan.

4. ELIGIBLE EXPENSES

a. Travel and Transportation

- i. The use of personal vehicles will be reimbursed at the *rate set out by the Province of BC Ministry of Finance Travel Policy*.
- ii. Staff will be reimbursed for *automobile insurance costs* for the difference between “pleasure use” and “business use” if the limits of use for municipal purposes are beyond “pleasure use.”
- iii. Air travel will be based on economy air fare (receipt required).
- iv. Public transportation will be reimbursed at actual cost (receipt required).
- v. Car rental will be reimbursed at actual cost (receipt required). If the staff member wishes to use a car rental in lieu of his/her personal vehicle, reimbursement will not exceed the amount as if the personal vehicle was used for the trip.
- vi. Parking will be based on standard public parking rates (receipts are required). Fees for enhanced parking services such as valet parking will be the responsibility of the staff member.

b. Accommodations

- i. Where possible rooms will be booked in advance and will be based on the basic standard room available to the general travelling public.
- ii. If a staff member wishes to upgrade their accommodations they will be responsible for any costs incurred for the upgrade.
- iii. If a staff member books their own accommodation, a receipt will be required and the reimbursement will be based on the rate for a standard room.
- iv. Where a staff member provides his/her own accommodation by RV, friends or relatives they will be reimbursed at the rate of \$25.00 per night.

c. Daily Expenses

Meals shall be reimbursed at the following rates:

Breakfast	\$20.00
Lunch	\$30.00
Dinner	\$40.00

Receipts are not necessary.

d. Hospitality Expenses

- i. Officers may incur expenses other than provided for under this policy for hospitality purposes.
- ii. All claims for expenses incurred under 2.4 (i) must be submitted with written explanation on the receipts, including names of guests and purpose of meeting.

e. Other Expenses

Other allowable expenses as authorized by the Chief Administrative Officer. Claims must include details and supporting receipts.

5. PAYMENT PROCEDURE

- a. Except as provided in this section, all requests for reimbursement of expenses must be supported by receipts delivered to the attention of the *Director of Finance*. *Financial Officer*.
- b. Receipts are not required for:
 - a. Flat rate meal payments set out in section 2.3;
- c. Where a receipt was lost, or could not be obtained, the *Director of Finance* *Financial Officer* may reimburse an Officer or Employee if that person accompanies the request for reimbursement with a signed declaration that the expenditure was allowed under this policy and that the amount claimed is the actual cost of the expense.
- d. No claim will be processed and reimbursed if it is submitted more than six (6) months from the date the travel terminated.

- e. If the expense is authorized under this Policy, the *Director of Finance Financial Officer* may, upon request from an Officer or Employee, produce an advance allowance towards meals, accommodation and personal vehicle travel.
- f. No advance payment will be made more than seven (7) calendar days before the anticipated travel day.
- g. Where the amounts of the actual expenses are less than the amount of the advance payment, the difference must be repaid to the Village within two (2) weeks of the date of return from the travel.

2020 DRAFT

COUNCIL	POLICY NO. 1.16
COUNCIL REMUNERATION AND EXPENSE ALLOWANCE	DATE ADOPTED: February 20, 2012 AMENDMENTS: November 5, 2012 March 4, 2013

1. PURPOSE

The purpose of this policy is to establish the terms and conditions for Council remuneration and travel expenses pursuant to the Community Charter.

Where feasible and practical all expenses incurred will represent the most economical cost to the Village.

2. DEFINITIONS

“Councillor” means Mayor and Council unless otherwise stated in this policy.

3. REMUNERATION

- a. The remuneration for the Mayor shall be \$30,000 per year.
- b. The remuneration for Councillors shall be \$15,000 per year.

4. EXPENSE ALLOWANCE

- a. Councillors’ expenses shall not exceed the budget allocation contained in the annual budget without the approval of Council.
- b. Councillors, are entitled to reimbursement of the following expenses incurred while representing the interests of the Village and/or in the performance of their duties as approved by Council:

5. TRAVEL AND TRANSPORTATION

- a. *the use of personal vehicles will be reimbursed at the rate of set out by the Province of BC Ministry of Finance Travel Policy.*

- b. Councillors will be reimbursed *for automobile insurance costs* for the difference between the cost of "pleasure use" and the cost of "business use" if the use of their personal automobile for municipal purposes is beyond "pleasure use."
- c. air travel will be based on economy air fare (receipt required).
- d. public transportation will be reimbursed at actual cost (receipt required).
- e. car rental will be reimbursed at actual cost (receipt required). If the Councillor wishes to use a car rental in lieu of his/her personal vehicle, reimbursement will not exceed the amount as if the personal vehicle was used for the trip.
- f. Parking will be based on standard public parking rates (receipts are required). Fees for enhanced parking services such as valet parking will be the responsibility of the Councillor.

6. ACCOMMODATIONS

- a. Where possible rooms will be booked in advance and will be based on a basic standard room available to the general travelling public, except, in the case where three or more Council members attend, one (1) suite will be booked to accommodate a meeting room for Council if required
- b. If a Councillor wishes to upgrade their accommodations they will be responsible for any costs incurred for the upgrade.
- c. If a Councillor books their own accommodation, a receipt will be required and the reimbursement will be based on the rate for a standard room.
- d. Where a Councillor provides his/her own accommodation by RV, friends or relatives they will be reimbursed at the rate of \$25.00 per night.

7. MEALS

Councillors will be reimbursed for meals at the following rates:

Breakfast	\$20.00
Lunch	\$30.00
Dinner	\$40.00

8. ENTERTAINMENT EXPENSES

- a. Where the Mayor, or a Councillor authorized by Council, is required to entertain "official visitors" to the Village, the Mayor and/or Councillor will be entitled to reimbursement of actual costs.
- b. Where the mayor or a Councillor attends a function or event in an official capacity any expenses associated with their attendance will be paid by the Village.

9. CONFERENCES AND PROFESSIONAL DEVELOPMENT

- a. Councillors are authorized to attend the Lower Mainland Local Government Association and Union of British Columbia Municipalities Conferences.
- b. Councillors are authorized to attend professional development opportunities presented by the Local Government Leadership Academy.*
- c. The Mayor or his designate is also authorized to attend the Federation of Canadian Municipalities Conference.
- d. Councillors may be eligible for reimbursement for other training or professional development opportunities which are related to their responsibilities as an elected representative of the Village, subject to the approval of Council.*
- e. All expenses which are eligible for reimbursement under this policy shall be subject to the funds approved in the annual budget allocation.*

10. PER DIEM ALLOWANCE

- a. The per diem allowance is recognized as a "nuisance cost" to the Councillor who is required to be away from their residence for a prolonged period of time.
- b. Per diem allowances are paid without deduction and subject to the following conditions:

a. for any event scheduled longer than 6 hours outside of the Village boundaries	\$50 per day
b. for any event scheduled outside the province	\$100 per day

- c. Travel time is included in the calculation for entitlement.

11. GENERAL

- a. Councillors will be required to submit expense claims with receipts as appropriate, and certify that their claim is submitted in accordance with this policy.
- b. Alcohol is not an eligible expense.*
- c. The Village will reimburse such expenses as are described in this policy. Additional costs will be the responsibility of the Councillor.*

2020 DRAFT