



VILLAGE OF HARRISON HOT SPRINGS NOTICE OF MEETING AND AGENDA

REGULAR COUNCIL MEETING

Date: Monday, December 5, 2022
Time: 7:00 p.m.
Location: Council Chambers,
 Memorial Hall, 290 Esplanade Avenue,
 Harrison Hot Springs, British Columbia

THIS MEETING WILL BE CONDUCTED IN-PERSON AND VIA ZOOM VIDEO CONFERENCE

1. CALL TO ORDER	
Meeting called to order by Mayor Wood 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 November 21, 2022 be adopted.	
Item 4(a) Page 1	
5. BUSINESS ARISING FROM THE MINUTES	
6. CONSENT AGENDA	
i. Bylaws	
ii. Agreements	
iii. Committee/ Commission Minutes	
iv. Correspondence	
7. DELEGATIONS/PETITIONS	
8. CORRESPONDENCE	
(a) Letter dated December 1, 2022 from Tourism Harrison River Valley Re: Request of Support – Grant Application BC Destination Development Fund	
Item 8(a) Page 11	
9. BUSINESS ARISING FROM CORRESPONDENCE	
10. REPORTS OF COUNCILLORS, COMMITTEES, COMMITTEE OF THE WHOLE AND COMMISSIONS	

11. REPORTS FROM MAYOR	
12. REPORTS FROM STAFF	
(a) Report of Chief Administrative Officer – December 1, 2022 Re: Code of Conduct Review	Item 12(a) Page 13
Recommendation:	
THAT Council add Code of Conduct Policy No. 1.33 to an upcoming Committee of the Whole Meeting for the purpose of review and reconsideration of the policy in accordance with Section 113 of the Community Charter.	
13. BYLAWS	
14. NEW BUSINESS	
15. QUESTIONS FROM THE PUBLIC (pertaining to agenda items only)	
16. ADJOURNMENT	

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

4(9)

DATE: Monday, November 21, 2022

TIME: 7:00 p.m.

PLACE: Council Chambers, Memorial Hall
290 Esplanade Avenue, Harrison Hot Springs, BC

IN ATTENDANCE: Mayor Ed Wood
Councillor John Buckley
Councillor Leo Facio
Councillor Allan Jackson
Councillor Michie Vidal

Deputy Chief Administrative Officer/CO, Debra Key
Finance Manager, Scott Schultz
Operations Manager, Tyson Koch

ABSENT:

Recording Secretary: T. Kafi

1. CALL TO ORDER

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

2. INTRODUCTION OF LATE ITEMS

- Council Committees

3. APPROVAL OF AGENDA

Moved by Councillor Facio
Seconded by Councillor Jackson

THAT the agenda be approved as amended.

**CARRIED
UNANIMOUSLY**
RC-2022-11-05

4. ADOPTION OF COUNCIL MINUTES

Moved by Councillor Facio
Seconded by Councillor Vidal

THAT the Inaugural Council Meeting Minutes of November 7, 2022 be adopted.

**CARRIED
UNANIMOUSLY**
RC-2022-11-06

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Moved by Councillor Jackson
Seconded by Councillor Vidal

THAT the Special Council Meeting Minutes of November 15, 2022 be adopted.

**CARRIED
UNANIMOUSLY**
RC-2022-11-07

5. BUSINESS ARISING FROM THE MINUTES

None

6. CONSENT AGENDA

None

7. DELEGATIONS/PETITIONS

None

8. CORRESPONDENCE

- (a) Letter dated October 18, 2022 from Community Futures North Fraser
Re: Staff Employee or Council Liaison representative on the Community Futures North Fraser Board of Directors

Moved by Councillor Facio
Seconded by Councillor Jackson

THAT the letter dated October 18, 2022 from Community Futures North Fraser be received.

**CARRIED
UNANIMOUSLY**
RC-2022-11-08

9. BUSINESS ARISING FROM CORRESPONDENCE

Moved by Councillor Facio
Seconded by Councillor Jackson

THAT Councillor Michie Vidal be appointed as Council Liaison to Community Futures North Fraser Board of Directors.

**CARRIED
UNANIMOUSLY**
RC-2022-11-09

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

Councillor Buckley

- Attended Lights by the Lake on November 19, 2022

Councillor Facio

- Attended a meeting with Fraser Health on November 10, 2022

Councillor Jackson

- No Report

Councillor Vidal

- Attended Remembrance Day ceremony with Sto:lo First Nations on November 11, 2022
- Attended the Special Council Meeting on November 15, 2022
- Attended a meeting with Agassiz-Harrison Healthy Communities on November 17, 2022
- Attended a meeting with Fraser Health on November 17, 2022

MAYOR'S REPORT

- Attended the Remembrance Day ceremony at the Agassiz Cenotaph on November 11, 2022.
- Reported on Lights by the Lake turnout over the past weekend.
- Reported on the Miami River Streamkeepers upcoming chum release on November 22, 2022 at 11:00 am.
- Commented on the new RecycleBC regulations on soft plastics in the Village.
- Thanked residents on McCombs Drive who have moved their parked cars off the road.

11. REPORTS FROM STAFF

- (a) Report of Deputy Chief Administrative Officer/Corporate Officer – October 25, 2022
Re: Request from Harrison Festival Society

Moved by Mayor Wood

Seconded by Councillor Buckley

THAT Community groups be allowed to use the Memorial Hall on weekends and for staff to inform the Harrison Festival Society accordingly.

MOTION WITHDRAWN

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Moved by Councillor Facio
Seconded by Councillor Buckley

THAT the matter be referred back to staff to provide options for the use of Memorial Hall and to report back to Council.

CARRIED
UNANIMOUSLY
RC-2022-11-10

- (b) Report of Deputy Chief Administrative Officer/Corporate Officer – October 19, 2022
Re: 2023 Regular Council meeting Schedule

Moved by Councillor Buckley
Seconded by Councillor Vidal

THAT the proposed Regular Council meeting schedule for 2023 be approved as submitted.

CARRIED
UNANIMOUSLY
RC-2022-11-11

- (c) Report of Deputy Chief Administrative Officer/Corporate Officer – October 19, 2022
Re: Deputy Mayor Appointments for 2023

Moved by Councillor Jackson
Seconded by Councillor Buckley

THAT the following members of Council be appointed as Deputy Mayor for 2023:

January – March	Councillor Buckley
April – June	Councillor Jackson
July – September	Councillor Facio
October – December	Councillor Vidal

CARRIED
UNANIMOUSLY
RC-2022-11-12

- (d) Report of Deputy Chief Administrative Officer/Corporate Officer – October 19, 2022
Re: Fraser Valley Regional District Board, Fraser Valley Regional District Hospital Board Directors and Alternatives

Moved by Mayor Wood

THAT Council appoint Councillor John Buckley to fulfil the role as municipal director for the Fraser Valley Regional District Hospital Boards; and

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THAT Council appoint Councillor Michie Vidal to fulfil the role as alternative municipal director for the Fraser Valley Regional District and Hospital Boards

**MOTION FAILED
LACK OF SECONDER**

**Moved by Councillor Vidal
Seconded by Councillor Jackson**

THAT Council appoint Councillor Leo Facio to fulfil the role as municipal director for the Fraser Valley Regional District Hospital Boards; and

THAT Council appoint Councillor John Buckley to fulfil the role as alternative municipal director for the Fraser Valley Regional District and Hospital Boards; and

FURTHER THAT the term of the appointments will be for two years at which time, their roles will alternate so that Councillor John Buckley will fulfil the role as municipal director and Councillor Leo Facio will fulfil the role as alternate municipal director.

**CARRIED
UNANIMOUSLY**
RC-2022-11-13

- (e) Report of Deputy Chief Administrative Officer/Corporate Officer – October 19, 2022
Re: Appointment of Fraser Valley Regional Library Board Representative and Alternate for 2022-2023

**Moved by Mayor Wood
Seconded by Councillor Vidal**

THAT Council appoint Councillor Allan Jackson to fulfil the role as municipal director for the Fraser Valley Regional Library Board for 2022-2023; and

THAT Council appoint Councillor Leo Facio to fulfil the role as alternate municipal director for the Fraser Valley Regional Library Board for 2022-2023

**CARRIED
UNANIMOUSLY**
RC-2022-11-14

- (f) Report of Deputy Chief Administrative Officer/Corporate Officer – October 19, 2022
Re: Signing Authorities

**Moved by Councillor Facio
Seconded by Councillor Jackson**

THAT one of each of the following be authorized as signing officers for the Village of Harrison Hot Springs:

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Mayor Ed Wood, Councillor John Buckley, Councillor Leo Facio,
Councillor Allan Jackson and Councillor Michie Vidal

**CARRIED
UNANIMOUSLY**
RC-2022-11-15

- (g) Report of Chief Administrative Officer – November 10, 2022
Re: Council Liaison Appointments

Moved by Councillor Buckley
Seconded by Councillor Vidal

THAT Councillor Allan Jackson be appointed as Council liaison to Tourism Harrison River Valley.

**CARRIED
UNANIMOUSLY**
RC-2022-11-16

Moved by Mayor Wood
Seconded by Councillor Vidal

THAT the motion be amended to read that Councillor Allan Jackson and Mayor Wood be appointed as Council liaison to Tourism Harrison River Valley.

MOTION WITHDRAWN

Moved by Councillor Jackson
Seconded by Councillor Facio

THAT Councillor Michie Vidal be appointed as Council liaison to the Harrison-Agassiz Chamber of Commerce.

COUNCILLOR VIDAL DECLINED THE APPOINTMENT

Moved by Councillor Facio
Seconded by Councillor Jackson

THAT Councillor John Buckley be appointed as Council liaison to the Harrison-Agassiz Chamber of Commerce.

**CARRIED
UNANIMOUSLY**
RC-2022-11-17

Moved by Councillor Jackson
Seconded by Councillor Vidal

THAT Councillor Leo Facio be appointed as Council liaison to Fraser Health.

**CARRIED
UNANIMOUSLY**
RC-2022-11-18

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Moved by Councillor Jackson
Seconded by Councillor Vidal

THAT Councillor John Buckley be appointed as Council liaison to Agassiz Harrison Healthy Communities.

CARRIED
UNANIMOUSLY
RC-2022-11-19

Moved by Councillor Jackson
Seconded by Councillor Facio

THAT Councillor Michie Vidal be appointed as Council liaison to Kent-Harrison Joint Emergency Program Committee.

CARRIED
UNANIMOUSLY
RC-2022-11-20

Moved by Councillor
Seconded by Councillor

THAT Councillor Leo Facio be appointed as Council liaison to the Mountain Institution Citizen's Advisory Committee.

COUNCILLOR FACIO DECLINED THE APPOINTMENT
MOTION FAILED

Moved by Councillor Buckley
Seconded by Councillor Facio

THAT Councillor Michie Vidal be appointed as Council liaison to the Mountain Institution Citizen's Advisory Committee.

CARRIED
UNANIMOUSLY
RC-2022-11-21

Moved by Mayor Wood
Seconded by Councillor Vidal

THAT Councillor Allan Jackson be appointed as the Voting Delegate to the Municipal Insurance Association; and

THAT Mayor Ed Wood be appointed as the Alternate Voting Delegate to the Municipal Insurance Association.

CARRIED
UNANIMOUSLY
RC-2022-11-22

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Moved by Mayor Wood
Seconded by Councillor Buckley

THAT Mayor Ed Wood be appointed as Representative to the Lets'emot Community to Community Forum; and

THAT Councillor Michie Vidal be appointed as the alternate representative to the Lets'emot Community to Community Forum.

**CARRIED
UNANIMOUSLY**
RC-2022-11-23

Moved by Mayor Wood
Seconded by Councillor Buckley

THAT Mayor Ed Wood be appointed as Council liaison to the Agassiz Harrison Historical Society.

**CARRIED
UNANIMOUSLY**
RC-2022-11-24

12. BYLAWS

None

13. NEW BUSINESS

(a) Starlight Ice Rink

Moved by Councillor Buckley
Seconded by Councillor Vidal

THAT staff be directed to prepare a report on the annual operational and maintenance costs for the Ice Rink at the end of the season and that exploration for options of a roof for the rink be held in abeyance until such time as the report is received.

**CARRIED
UNANIMOUSLY**
RC-2022-11-25

(b) Council Committees

Moved by Councillor Buckley
Seconded by Councillor Facio

THAT a Communities in Bloom Committee be established and that Councillor Jackson work with staff on the structure of the Committee

**CARRIED
UNANIMOUSLY**
RC-2022-11-26

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Moved by Mayor Wood
Seconded by Councillor Vidal

THAT an Age Friendly Committee be established and that staff work with the Mayor on the structure of the Committee.

**CARRIED
UNANIMOUSLY**
RC-2022-11-27

Moved by Mayor Wood
Seconded by Councillor Buckley

THAT a select Environmental Advisory Committee be established and that staff work with the Mayor on the structure of the Committee

**CARRIED
UNANIMOUSLY**
RC-2022-11-28

(c) Snow Removal

Moved by Mayor Wood
Seconded by Councillor Buckley

THAT a pilot project be initiated to plough snow to the centre of the street on a one block section of Naismith Avenue and Eagle Street, subject to consultation and approval of emergency services; and

THAT letters be sent to affected residents advising them of the project.

**CARRIED
UNANIMOUSLY**
RC-2022-11-29

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

Questions from the public were entertained.

15. ADJOURNMENT

Moved by Councillor Facio
Seconded by Councillor Buckley

THAT the meeting be adjourned at 8:45 p.m.

**CARRIED
UNANIMOUSLY**
RC-2022-11-30

Ed Wood
Mayor

Debra Key
Corporate Officer

8(a)



HARRISON RIVER VALLEY
TOURISM HARRISON

December 1, 2022

Mayor and Council
Village of Harrison Hot Springs
495 Hot Springs Road
P.O. Box 160
Harrison Hot Springs, BC
V0M 1K0

Request of Support – Grant Application BC Destination Development Fund

Dear Mayor and Council,

In November the Province of BC announced the creation of a one-time grant to support the development and rejuvenation of tourism infrastructure, assets, and experiences. \$30 million has been set aside for projects that:

- Foster distinct and globally competitive destinations
- Strengthen a year-round visitor economy
- Increase community vibrancy and resident support for tourism
- Support sustainability, accessibility and inclusion.

Eligible projects include event infrastructure and development of off-season experiences.

Currently our premier off-season event Lights by the Lake is underway. This event has been very successful at bringing in both day trippers and overnight guests. In the last year before COVID Lights by the Lake increased overnight room stays by 3,000 nights. However, we are experiencing capacity limitations with the current lakefront electrical grid and believe an upgrade would be helpful for both Lights by the Lake as well as other events that may take place along the lakefront in the future.

Accordingly, we have written an expression of interest for a grant of \$100,000 dollars to upgrade the electrical grid along the lake front. This grant would cover a 100% of the expected cost based on input from Moonlight Electric and should provide the required electrical output required for any event held along the lakefront.

We are respectfully asking for Council's support for this expression of interest with the hope of meeting the tight submission date of December 7th. If successful a full grant application would be the next step.

Regards,

Robert Reyerse
Executive Director, Tourism Harrison River Valley
cc Rhonda Schell, Community Services Manager
Tyson Koch, Operations Manager



PO Box 255, 499 Hot Springs Road
Harrison Hot Springs, BC V0M 1K0
Phone: 604-796-5581
Email: info@tourismharrison.com



12(a)



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE: November 10, 2022**

FROM: Madeline McDonald **FILE: 7340-01**
Chief Administrative Officer

SUBJECT: Code of Conduct Review

ISSUE:

Section 113 of the Community Charter requires that newly elected Councils give consideration to a Council Code of Conduct.

BACKGROUND:

Bill 26 – 2021, the Municipal Affairs Statutes Amendment Act (No.2), 2021, brought in new requirements relating to Council Codes of Conduct. Under the new provisions, a Council must, within the first six months of its tenure, decide to establish a Council Code of Conduct or undertake a review of the existing Code, should one exist. Council may choose not to review an existing Code, but must make a statement as to why they chose not to undertake such a review.

The Village of Harrison Hot Springs adopted Code of Conduct Policy No. 1.33 on November 2, 2020, which is attached to this report for Council’s interest and consideration.

RECOMMENDATION:

That Council add Code of Conduct Policy No. 1.33 to an upcoming Committee of the Whole Meeting for the purpose of review and reconsideration of the policy in accordance with Section 113 of the Community Charter.

Respectfully submitted:

Madeline McDonald
Madeline McDonald
Chief Administrative Officer



**VILLAGE OF
HARRISON HOT SPRINGS
POLICY**

COUNCIL	POLICY NO. 1.33
CODE OF CONDUCT	DATE ADOPTED: November 2, 2020

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 Members 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 Members, 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 of Council 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 the Mayor or a Councillor of the Village of Harrison Hot Springs

“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) Members have the legislated authority to make decisions that affect the daily lives of citizens, families, businesses and other community stakeholders.
- c) Members 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 Members conduct themselves, individually and collectively, through their interactions with other Members, 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 Members 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:
 - being truthful, honest, and open in all matters and in all dealings including those with other Members, staff and the public;
 - ensuring that their actions are consistent with the shared principles and values collectively agreed to by the council;
 - following through on their commitments, correct errors in a timely and transparent manner and engage in positive communication with the community;

- directing 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;
- behaving 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:

- treating every person with dignity, understanding and respect;
- showing consideration for every person's values, beliefs and contributions to discussions;
- demonstrating awareness of their own conduct, and considering how their words or actions may be perceived as offensive or demeaning;
- not engaging in conduct or behaviors that are 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 Members, individually and collectively, accept responsibility for their actions and decisions.

Accountability is demonstrated through the following conduct when Members:

- are responsible for the decisions that they make and are accountable for their own actions and the actions of the collective council.
- 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 Members encourage individuals to work together in pursuit of collective objectives by leading, listening to and positively influencing others and:

- behaving in a manner that builds public trust and confidence in the local government;
 - considering the issues before them and make decisions as a collective governing 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.
 - recognizing 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, calmly facing challenges, and providing considered direction on issues they face as part of their roles and responsibilities while empowering their colleagues and staff to do the same;
 - recognizing, respecting and valuing 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;
 - will recognize and respect the importance of the role of the chair at meetings and treat meetings and treat that person with respect at all times.
- f) Members 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.