

**VILLAGE OF HARRISON HOT SPRINGS
MINUTES OF THE SPECIAL MEETING OF COUNCIL**

DATE: Thursday, October 12, 2023

TIME: 9:00 a.m.

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

IN ATTENDANCE: Mayor Ed Wood
Councillor John Allen
Councillor Leo Facio
Councillor Michie Vidal

Chief Administrative Officer, Tyson Koch
Chief Financial Officer, Scott Schultz
Corporate Officer, Amanda Graham
Operations Manager, Jace Hodgson

ABSENT: Councillor Allan Jackson

1. CALL TO ORDER

Mayor Wood called the meeting to order at 9:00 a.m.
Mayor Wood acknowledged the traditional territory of Sts'ailes.

2. INTRODUCTION OF LATE ITEMS

None

3. APPROVAL OF AGENDA

Moved by Councillor Facio
Seconded by Councillor Vidal

THAT the agenda be approved.

**CARRIED
UNANIMOUSLY**
SC-2023-10-01

4. DELEGATIONS/PETITIONS

None

5. REPORTS FROM STAFF

- (a) Verbal Report of the Chief Administrative Officer
Re: Council Orientation

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Moved by Councillor Vidal
Seconded by Councillor Facio

THAT Council resolve itself into a Committee of the Whole to facilitate a Council orientation presented by Mr. Poole.

CARRIED
UNANIMOUSLY
SC-2023-10-02

Council resolved into a Committee of the Whole. Municipal advisor Mr. Ron Poole gave an introduction and presented a PowerPoint presentation for the Council Orientation. Mayor, Council and senior staff were invited to participate in a team exercise.

Mr. Poole provided a history of applicable legislation including the *Municipal Act*, the *Local Government Act* and the *Community Charter*. The *Community Charter* was intended to replace the *Local Government Act*; however, this was never realized. There are sections of the *Local Government Act* that apply to municipalities including provisions for boundary adjustments, elections and land use regulations.

Mr. Poole spoke about the needs of the municipality including adequate powers, authority, finances, taxation and delivery of services. Mr. Poole discussed Cuffism and the idea that the two main functions of a municipal Council are to lead and to govern.

Mr. Poole discussed the sections of the *Community Charter* relating to the following:

- The responsibilities of Council members;
- The responsibilities of the Mayor;
- The responsibilities of appointed officers; and
- The process of termination of officers.

Discussion ensued on the definition of "Chief Executive Officer (CEO)" and the lack of a definition in either the *Community Charter* or *Local Government Act*.

Recess at 10:47 a.m.

Moved by Mayor Wood

THAT the Committee of the Whole Meeting be reconvened at 10:51 a.m.

CARRIED
UNANIMOUSLY
COW-2023-10-01

Mr. Poole discussed the relationship between elected officials and administration. The role of Council is to set direction and provide vision for the community while administration handles day-to-day operations and provides technical advice for informed decision-making. Council can expect their Chief Administrative Officer (CAO) to be responsible for meeting agendas, financial statements, reports to Council and advice pertaining to legislated authority.

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Discussion ensued regarding preparation of meeting agendas including the role of elected officials and staff in the process, and the length of the agendas.

Mr. Poole further outlined the relationship between Council and the CAO. The CAO is the only employee of Council and direction to staff from Council should go through the CAO.

Discussion ensued regarding reports to Council, a Parks Master Plan, the obligation of Council members to read reports and ask clarifying questions of the CAO, and the deadlines/timing of agenda package release.

Mr. Poole played a video from the provincial government titled Local Government Decision Making.

Mr. Poole discussed respectful conduct based on integrity, accountability, respect, leadership and collaboration. Mr. Poole discussed the Strengthening Responsible Conduct Union of British Columbia Municipalities (UBCM) resolution that lead to the creation of a new code of conduct section in the *Community Charter*. Within six months of a general local election, Council is required to either establish or review an existing Code of Conduct. If Council does not establish or review a Code of Conduct, it must make available to the public on request a statement respecting the reasons for its decision.

Discussion ensued on Policy 1.32 Social Media Communications and concerns relating to the draft Code of Conduct bylaw that was brought to Council earlier in 2023.

Mr. Poole discussed conflicts of interest and disqualification from office as outlined in the *Community Charter*. Mr. Poole emphasized the importance of transparency, accountability, public perception and the need for decisions/advancement of business to take place in public meetings.

Discussion ensued regarding closed meetings in relation to land, legal and labour matters. Council discussed meetings with Cabinet Ministers at the UBCM convention.

Moved by Councillor Allen

THAT the meeting recess and reconvene at 1:05 p.m.

**CARRIED
UNANIMOUSLY**
COW-2023-10-02

Mayor Wood reconvened the meeting at 1:05 p.m.

Mr. Poole discussed the Village's current Council Procedure Bylaw No. 1164, 2021 and invited Council to provide any comments and concerns they have with the document. Mayor Wood requested clarification from the CAO regarding next steps on either bringing a new or revised Council Procedure Bylaw to Council. The CAO advised that comments from the current meeting will be taken into consideration by staff.

A council procedure bylaw is a requirement under the *Community Charter*. Mr. Poole provided clarification on the terms Acting Mayor and Deputy Mayor.

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Moved by Councillor Allen

THAT the Committee of the Whole recommend that Council release the minutes of the Council Procedure Bylaw discussions held at a Closed Meeting in April 2023.

**MOTION FAILED
OPPOSED BY COUNCILLORS FACIO AND VIDAL**

Moved by Councillor Facio

THAT staff report back to Council with a new procedure bylaw for a small village.

**CARRIED
OPPOSED BY COUNCILLOR ALLEN
*COW-2023-10-03***

Moved by Councillor Vidal

THAT Council allow Mr. Poole to continue his presentation of the Council Procedure Bylaw review.

**CARRIED
OPPOSED BY MAYOR WOOD
*COW-2023-10-04***

Council continued to review Council Procedure Bylaw No. 1164, 2021 and discussed the following:

- Clarification on the term “software” in section 3 (m); the Chief Financial Officer advised that “platform” would be a more suitable term
 - The New Business provisions in section 4(d) do not allow for adequate notice to Council for background information, research, questions, or immediate/emergency items
 - Adding a provision for Notice of Motion was offered as a possible solution
 - Issues regarding the timing of the agenda release to Council and the public and the deadline to apply as a delegate
 - Adding opening/introductory remarks from the Mayor/Chair at the beginning of the meeting
 - The intent of the Consent Agenda and the inclusion of Bylaws on the Consent Agenda
 - Committee recommendations and where they are placed on the agenda
 - The length of time spent on Reports of Councillors
 - Moving Reports From Staff higher up on the agenda
 - Public questions at the beginning versus at the end of the meeting, issues surrounding questions versus statements and the time limit for speaking
 - The meaning of “speak beside the question”
 - The process in which development items are put on the agenda to allow for fairness across applications and issues with developers appearing as delegates
 - Receiving notice of a meeting by email
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- Section 16 – Public Information Meetings requires more detail
 - Public input at Committee of the Whole Meetings

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Discussion ensued surrounding public input at Advisory Planning Commission Meetings.

Question as to whether the Village currently has a Recreation Commission Bylaw. The CAO advised that Recreation Commission Bylaw was repealed in 2009.

Moved by Councillor Allen

THAT a review of Advisory Planning Commission Bylaw No. 1006 be referred to the next Committee of the Whole Meeting.

**MOTION FAILED
OPPOSED BY COUNCILLORS FACIO AND VIDAL**

Council continued to discuss Council Procedure Bylaw No. 1164, 2021 as follows:

- Section 19(f) – issues surrounding the ratification of committee or commission resolutions upon Council adoption of their minutes
- Section 20 – Correspondence to an individual Council member marked confidential, use of personal email addresses for Council business
- Whether section 21 – Reports is required
- Section 22 – does not specify the use of the most current version of Robert's Rules of Order

Moved by Councillor Facio

THAT the Committee of the Whole rise and report to Council.

MOTION NOT VOTED ON

**Moved by Councillor Vidal
Seconded by Councillor Facio**

THAT Council adopt the report of the Committee of the Whole.

**CARRIED
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6. **BYLAWS**

None

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7. **NEW BUSINESS**

None

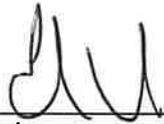
8. **QUESTIONS FROM THE PUBLIC** (pertaining to agenda items only)

Questions from the public were entertained.

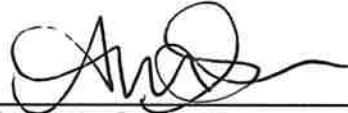
Moved by Councillor Vidal
Seconded by Councillor Facio

THAT the meeting be adjourned at 3:13 p.m.

CARRIED
UNANIMOUSLY
SC-2023-10-04



Ed Wood
Mayor



Amanda Graham
Corporate Officer