



## COMMITTEE OF THE WHOLE AGENDA

**Monday, June 12, 2023**  
**to follow the Regular Council Meeting**  
**Council Chambers**  
**325 Wallace Street, Hope, British Columbia**

For those in attendance at District of Hope Open Council Meetings, please be advised that the Hope Ratepayers Association is recording these meetings. The District, in no way, has custody or control of the recordings.

Therefore, all persons who do not want their presentation or themselves recorded, please approach the Clerk to declare same and the District will relay this to the Association so that you can freely speak.

### 1. CALL TO ORDER

### 2. APPROVAL OF AGENDA

Recommended Resolution:

THAT the June 12, 2023, Committee of the Whole Meeting Agenda be adopted as presented.

### 3. ADOPTION OF MINUTES

#### (a) Committee of the Whole Meeting

(1)

Recommended Resolution:

THAT the Minutes of the Committee of the Whole Meeting held May 8, 2023, be adopted as presented.

### 4. OTHER PERTINENT BUSINESS

#### (a) Report dated May 4, 2023 from the Director of Corporate Services and Director of Finance

**Re: Municipal Office – Hours Open to the Public**

Recommended Resolution:

(3)

THAT Council recommend that the Municipal Office adjust the public hours to 9:00am – 4:00pm effective January 1, 2024;

AND FURTHER THAT the phone lines be open to the public from 8:30am to 4:30pm;

AND FURTHER THAT the hours of operation change be posted and advertised to the public immediately upon approval;

AND THAT Council rise and report this resolution to the next Regular Council Meeting for authorization.

**5. QUESTION PERIOD**

Call for questions from the public for items relevant to the agenda.

**6. CLOSE COMMITTEE OF THE WHOLE AND RETURN TO OPEN MEETING**

## MINUTES OF A COMMITTEE OF THE WHOLE MEETING

Monday, May 8, 2023  
Council Chambers, District of Hope Municipal Office  
325 Wallace Street, Hope, British Columbia

**Council Members Present:** Mayor Victor Smith  
Councillor Heather Stewin  
Councillor Scott Medlock  
Councillor Angela Skoglund  
Councillor Pauline Newbigging  
Councillor Zachary Wells

**Council Members Absent:** Councillor Crystal Sedore

**Staff Present:** John Fortoloczky, Chief Administrative Officer (CAO)  
Donna Bellingham, Director of Corporate Services  
Richard Zerr, Interim Director of Community Development  
Branden Morgan, Deputy Corporate Officer/EA

**Others in attendance:** 1 member of the public

**1. CALL TO ORDER**

Mayor Smith called the meeting to order at 7:38 p.m.

**2. APPROVAL OF AGENDA**

**Moved / Seconded**

THAT the May 8, 2023 Committee of the Whole Meeting Agenda be adopted as presented. **CARRIED.**

**3. ADOPTION OF MINUTES**

**(a) Moved / Seconded**

THAT the Minutes of the Committee of the Whole Meeting held April 24, 2023, be adopted as presented. **CARRIED.**

**4. OTHER PERTINENT BUSINESS**

**(a) Memorandum dated May 3, 2023 from the Chief Administrative Officer  
Re: Council Code of Conduct Draft**

The CAO advised that Staff took Council's direction from the 2023-04-24 Committee of the Whole meeting regarding the formation of the Council Code of Conduct. In this draft, the following recommendations have been made:

- The review date should be set shortly after the installation of the next Council in 2026.
- A statement that the Code will be made public should be included.
- The District's Respectful Workplace and Whistleblower Policies should be

mentioned in the Code.

- An annual acknowledgement of the Code should be completed and signed by members of Council.
- References to the District's existing policies should be included within the Irresponsible Conduct table.
- As part of the complaint process, a Third-Party Investigator shall not be a member of staff.
- Schedule 4, regarding the Annual Acknowledgement, should be added.

Council requested the following changes to the draft policy:

- The Date for Review located at the beginning of the policy be changed from June 2026 to January 2027.
- The word "Bylaw" be replaced with "Policy" on pages 13 (Section 1B, 2A) and 14 (Section 2G).
- The table in Schedule 1, regarding Irresponsible Conduct, be modified as it covers five pages and is difficult to follow and read.

The CAO advised that Staff will make the requested changes and bring the Code back to a Regular Council meeting.

## 5. QUESTION PERIOD

There were no questions.

## 6. CLOSE

**Moved / Seconded**

THAT the May 8, 2023 Committee of the Whole Meeting adjourn at 7:47 p.m.  
**CARRIED.**

*Certified a true and correct copy of the Minutes of the Committee of the Whole meeting held on May 8, 2023 in Council Chambers of the District of Hope, British Columbia.*

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Mayor

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Director of Corporate Services

## REPORT/RECOMMENDATION TO COUNCIL

**REPORT DATE:** May 4, 2023

**FILE:** 110-01

**SUBMITTED BY:** Director of Corporate Services and Director of Finance

**MEETING DATE:** June 12, 2023 – Committee of the Whole

**SUBJECT:** Municipal Office – Hours Open to the Public

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### **PURPOSE:**

The purpose of this report is to seek Council's approval to adjust the hours the Municipal Office is open to the public.

### **RECOMMENDATION:**

#### Recommended Resolution:

THAT Council recommend that the Municipal Office adjust the public hours to 9:00am – 4:00pm effective January 1, 2024;

AND FURTHER THAT the phone lines be open to the public from 8:30am to 4:30pm;

AND FURTHER THAT the hours of operation change be posted and advertised to the public immediately upon approval;

AND THAT Council rise and report this resolution to the next Regular Council Meeting for authorization.

### **ALTERNATIVES & IMPLICATIONS:**

Staff at the municipal office work 8:30am to 4:30pm and the phone lines would be open for these hours as well. Staff, especially the front reception staff, are starting, setting up, and closing off cash right at the same time the public can enter and right up to close of their day. A half hour window on either side of our opening and closing will allow for more effective set up and wrap up and ensure all our systems are available to enter transactions. Departments will still be able to book appointments/meetings with clients starting at 8:30am, they would just greet the clients at the door to let them in.

While staff feel that it would be more efficient to have an extra half hour in the morning and at the close of the day, should Council feel this is too excessive the closure of the office at 4pm would better for staff overall.

There are various times of the year whereby our cash receipting system cannot be operational until penalties in taxes and utilities are applied at deadline times. Currently, one

staff member comes in extra early to enter last minute payments, apply penalties and close off the system, however there are years where it takes much longer and staff cannot open the system until this is done; it delays customer service if we get a morning customer.

**ANALYSIS:**

**A. Rationale:**

- The change in hours will provide for effective set up and cash out for front reception.
- Allow for departmental meetings prior to customers coming in.
- Allow for tax and utility penalties to be applied prior to starting program and without additional pressures.

**B. Attachments:**

- Tracking sheet from April 2022 – April 2023 showing the number of customers between 8:30am – 9:00am and 4:00pm – 4:30pm
- Comparable sheet of like sized communities showing their hours of operation.

**C. Budget Implications:**

There are no budget implications, as staff will continue to work the same hours.

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Prepared by:

*Original Signed by Donna Bellingham*

Donna Bellingham  
Director of Corporate Services

Prepared by:

*Original Signed by Mike Olson*

Michael Olson  
Director of Finance

Approved for submission to Council:

*Original Signed by John Fortoloczky*

John Fortoloczky  
Chief Administrative Officer



Jursidiction	Population	Hours of Operation	Additional Information
District of 100 Mile Hse	1886	8:30am - 4:30pm	
Village of Anmore	2092	8:30am - 4:00pm	
City of Armstrong	4815	8:30am - 4:30pm	
Village of Ashcroft	1628	8:00am - 4:00pm	closed noon - 1:00pm
District of Barrier	1773	8:30am - 4:30pm	
Bowen Island	3402	8:30am - 4:00pm	
Village of Burns Lake	2029	8:00am - 4:00pm	
Village of Cache Creek	1040	8:30am - 4:30pm	
City of Castlegar	7816	8:30am - 4:30pm	
Village of Chase	2495	9:00am - 4:00pm	
District of Chetwynd	2635	8:00am - 4:30pm	sometimes closes for lunch when staff numbers are low
District of Clearwater	2331	8:30am - 4:30pm	
Town of Creston	5306	8:30am - 4:30pm	
Village of Cumberland	3398	9:00am - 4:00pm	
City of Duncan	4932	8:30am - 4:30pm	
District of Elkford	2523	8:00am - 4:30pm	
City of Enderby	2932	8:30am - 4:30pm	
City of Fernie	4448	8:00am - 4:00pm	
District of Fort St. James	1691	8:30am - 4:30pm	
Village of Fraser Lake	1167	8:00am - 4:00pm	
Village of Fruitvale	2016	8:30am - 4:30pm	
Town of Gibson	4437	8:30am - 4:30pm	
Village of Gold River	1267	9:00am - 5:00pm	
Town of Golden	3701	10:00am - 4:00pm	
City of Grand Forks	3985	9:00am - 4:00pm	
Village of Harrison Hot Springs	1468	8:30am - 4:30pm	closed noon - 1:00pm
District of Highlands	2120	8:30am - 4:00pm	
District of Hope	6181	8:30am - 4:30pm	
District of Houston	3147	8:00am - 4:30pm	
District of Invermere	2955	8:30am - 4:30pm	
Village of Kaslo	1026	10:00am - 3:00pm	
District of Kent	5664	8:30am - 4:30pm	
Village of Keremeos	1330	8:30am - 4:00pm	
City of Kimberley	6652	8:30am - 4:45pm	
District of Kitimat	8335	8:30am - 4:30pm	
Town of Ladysmith	7921	8:30am - 4:00pm	
Town of Lake Cowichan	2974	8:30am - 4:30pm	
District of Lantzville	3601	8:00am - 4:00pm	
District of Lillooet	2322	8:30am - 4:30pm	closed noon - 1:00pm
Village of Lions Bay	1318	9:00am - 4:00pm	
District of Logan Lake	2073	8:30am - 4:00pm	
Village of Lumby	1731	9:00am - 4:00pm	phones 8:00am - 4:30pm
District of Mackenzie	3507	8:30am - 4:30pm	

<b>Jursidiction</b>	<b>Population</b>	<b>Hours of Operation</b>	<b>Additional Information</b>
City of Merritt	7113	8:30am - 4:30pm	
District of Metchosin	4803	8:00am - 4:00pm	
Village of Montrose	1030	8:30am - 4:30pm	
Village of Nakusp	1569	8:00am - 4:00pm	
Town of Oliver	4824	9:00am - 4:00pm	
Town of Osoyoos	4845	9:00am - 4:00pm	
District of Peachland	5200	8:00am - 4:00pm	
Village of Pemberton	2369	9:00am - 4:00pm	
District of Port Hardy	4008	8:30am - 4:30pm	
Town of Port McNeill	2505	9:00am - 5:00pm	
Town of Princeton	2724	8:30am - 4:30pm	
Town of Qualicum Beach	8687	9:00am - 4:00pm	
City of Revelstoke	7139	8:30am - 4:30pm	
City of Rossland	3556	9:00am - 4:00pm	
Village of Salmo	1139	8:30am - 4:30pm	
District of Sechelt	9291	8:30am - 4:30pm	
District of Sicamous	2441	8:30am - 4:30pm	
Town of Smithers	5404	8:30am - 4:30pm	
Township of Spallumcheen	5055	8:30am - 4:30pm	
District of Sparwood	3667	8:30am - 4:00pm	
District of Taylor	1373	8:30am - 4:30pm	
Village of Telkwa	1350	8:30am - 4:30pm	closed noon - 1:00pm
District of Tofino	1876	9:00am - 4:00pm	closed noon - 1:00pm
City of Trail	7681	9:00am - 3:30pm	
District of Tumbler Ridge	2710	8:00am - 4:30pm	
District of Ucluelet	1627	8:30am - 4:00pm	
Village of Valemount	1020	8:30am - 4:30pm	closed 12:30 - 1:30pm
District of Vanderhoof	4480	8:30am - 4:30pm	
Town of View Royal	9381	8:30am - 4:30pm	July/Aug 8:00am - 4:00pm
Village of Warfield	1700	10:00am - 4:00pm	
Resort of Whistler	9824	8:00am - 4:30pm	



The data sampled a period of April 2022 to April 2023. This provided a sample of 259 dates. Overall, based on the data for the entire period, the busiest day for both the early mornings and late afternoons was Monday. It should be noted, that the average individuals for the early morning and late morning was just over 0.7 individuals for the Monday.

	Total			Average	
	AM	PM		AM	PM
Mon	34	32	Mon	0.76	0.71
Tue	22	14	Tue	0.41	0.26
Wed	18	32	Wed	0.33	0.58
Thu	24	29	Thu	0.44	0.53
Fri	25	19	Fri	0.50	0.38
Total	123	126	Overall average	0.47	0.49

As can be seen by the data, for an entire year, the early morning and late afternoon period combined yields essentially one resident inquiry at the front counter for all of the days.

The months of June and July are the busiest period for the District. The District at this time is working with residents during property tax time and the due date is July 4<sup>th</sup> each year.

	Total			Average	
	AM	PM		AM	PM
Jan	3	14	Jan	0.14	0.67
Feb	4	4	Feb	0.21	0.21
Mar	10	4	Mar	0.43	0.17
Apr	19	14	Apr	0.56	0.41
May	10	5	May	0.48	0.24
Jun	26	30	Jun	1.18	1.36
Jul	21	14	Jul	1.05	0.70
Aug	13	10	Aug	0.59	0.45
Sep	4	6	Sep	0.21	0.32
Oct	2	7	Oct	0.10	0.35
Nov	9	7	Nov	0.43	0.33
Dec	2	11	Dec	0.12	0.65
Total	123	126	Overall average	0.47	0.49

July 4<sup>th</sup> was our busiest morning with seven individuals coming into the District Hall. The afternoons of June 20<sup>th</sup>, June 22<sup>nd</sup> and July 4<sup>th</sup> were our busiest afternoons with four individuals coming into the District Hall. If we were to remove these spikes, we can see that this has an impact on the average visitors for each period by a substantial amount

	<b>Average</b>	
	<b>AM</b>	<b>PM</b>
Jun	1.18	1.10
Jul	0.74	0.53

During the winter months, there is a distinct drop in residents coming into the District Hall. It should be noted, that we have seen a decline in traffic for the District Hall in the mornings and afternoons during this time frame. We had one month overlap in our sample with April 2022 and April 2023 being reviewed. April 2023 had nine less residents visit in the same time frame compared to the 2022 year.

<b>April</b>	<b>Total</b>	
	<b>AM</b>	<b>PM</b>
2022	11	10
2023	8	4

The other consideration when examining the early morning and later afternoon time is that there are times when no residents come into the District Hall. For the morning, 66.8% of the time there were no residents in the morning visiting the District Hall and 66.4% of the time the late afternoons there were no residents that visiting the District Hall. To further expand on this, 47.4% of the time, there were no residents that came into the District Hall in both the morning and afternoon times on certain days.

Date	Month	year	Day	AM	PM
06-Apr-22	Apr	2022	Wed	0	1
07-Apr-22	Apr	2022	Thu	1	2
08-Apr-22	Apr	2022	Fri	1	0
11-Apr-22	Apr	2022	Mon	0	1
12-Apr-22	Apr	2022	Tue	0	0
13-Apr-22	Apr	2022	Wed	1	1
14-Apr-22	Apr	2022	Thu	1	1
19-Apr-22	Apr	2022	Tue	0	1
20-Apr-22	Apr	2022	Wed	1	1
21-Apr-22	Apr	2022	Thu	1	0
22-Apr-22	Apr	2022	Fri	1	1
25-Apr-22	Apr	2022	Mon	1	1
26-Apr-22	Apr	2022	Tue	2	0
27-Apr-22	Apr	2022	Wed	0	0
28-Apr-22	Apr	2022	Thu	0	0
29-Apr-22	Apr	2022	Fri	1	0
02-May-22	May	2022	Mon	1	1
03-May-22	May	2022	Tue	0	0
04-May-22	May	2022	Wed	1	0
05-May-22	May	2022	Thu	0	0
06-May-22	May	2022	Fri	0	0
09-May-22	May	2022	Mon	1	0
10-May-22	May	2022	Tue	1	0
11-May-22	May	2022	Wed	0	0
12-May-22	May	2022	Thu	2	1
13-May-22	May	2022	Fri	1	0
16-May-22	May	2022	Mon	0	0
17-May-22	May	2022	Tue	1	0
18-May-22	May	2022	Wed	0	0
19-May-22	May	2022	Thu	0	0
20-May-22	May	2022	Fri	0	0
24-May-22	May	2022	Tue	0	0
25-May-22	May	2022	Wed	0	0
26-May-22	May	2022	Thu	0	0
27-May-22	May	2022	Fri	0	1
30-May-22	May	2022	Mon	1	2
31-May-22	May	2022	Tue	1	0
01-Jun-22	Jun	2022	Wed	1	0
02-Jun-22	Jun	2022	Thu	3	1
03-Jun-22	Jun	2022	Fri	3	0
06-Jun-22	Jun	2022	Mon	3	1
07-Jun-22	Jun	2022	Tue	2	1
08-Jun-22	Jun	2022	Wed	1	1
09-Jun-22	Jun	2022	Thu	0	0
10-Jun-22	Jun	2022	Fri	2	3
13-Jun-22	Jun	2022	Mon	0	3
14-Jun-22	Jun	2022	Tue	1	1

Date	Month	year	Day	AM	PM
15-Jun-22	Jun	2022	Wed	0	0
16-Jun-22	Jun	2022	Thu	1	2
17-Jun-22	Jun	2022	Fri	0	0
20-Jun-22	Jun	2022	Mon	0	4
21-Jun-22	Jun	2022	Tue	0	0
22-Jun-22	Jun	2022	Wed	0	4
23-Jun-22	Jun	2022	Thu	0	1
24-Jun-22	Jun	2022	Fri	2	0
27-Jun-22	Jun	2022	Mon	0	3
28-Jun-22	Jun	2022	Tue	4	1
29-Jun-22	Jun	2022	Wed	1	1
30-Jun-22	Jun	2022	Thu	2	3
04-Jul-22	Jul	2022	Mon	7	4
05-Jul-22	Jul	2022	Tue	1	0
06-Jul-22	Jul	2022	Wed	0	0
07-Jul-22	Jul	2022	Thu	1	0
08-Jul-22	Jul	2022	Fri	1	1
11-Jul-22	Jul	2022	Mon	2	1
12-Jul-22	Jul	2022	Tue	1	1
13-Jul-22	Jul	2022	Wed	0	0
14-Jul-22	Jul	2022	Thu	1	1
15-Jul-22	Jul	2022	Fri	0	1
18-Jul-22	Jul	2022	Mon	1	1
19-Jul-22	Jul	2022	Tue	0	0
20-Jul-22	Jul	2022	Wed	1	0
21-Jul-22	Jul	2022	Thu	0	0
22-Jul-22	Jul	2022	Fri	1	0
25-Jul-22	Jul	2022	Mon	1	1
26-Jul-22	Jul	2022	Tue	1	0
27-Jul-22	Jul	2022	Wed	0	1
28-Jul-22	Jul	2022	Thu	2	2
29-Jul-22	Jul	2022	Fri	0	0
02-Aug-22	Aug	2022	Tue	1	0
03-Aug-22	Aug	2022	Wed	1	1
04-Aug-22	Aug	2022	Thu	2	1
05-Aug-22	Aug	2022	Fri	2	0
08-Aug-22	Aug	2022	Mon	0	0
09-Aug-22	Aug	2022	Tue	0	0
10-Aug-22	Aug	2022	Wed	0	0
11-Aug-22	Aug	2022	Thu	0	1
12-Aug-22	Aug	2022	Fri	1	0
15-Aug-22	Aug	2022	Mon	1	0
16-Aug-22	Aug	2022	Tue	1	0
17-Aug-22	Aug	2022	Wed	0	2
18-Aug-22	Aug	2022	Thu	0	0
19-Aug-22	Aug	2022	Fri	2	0
22-Aug-22	Aug	2022	Mon	2	1
23-Aug-22	Aug	2022	Tue	0	0



Date	Month	year	Day	AM	PM
24-Aug-22	Aug	2022	Wed	0	1
25-Aug-22	Aug	2022	Thu	0	1
26-Aug-22	Aug	2022	Fri	0	0
29-Aug-22	Aug	2022	Mon	0	0
30-Aug-22	Aug	2022	Tue	0	0
31-Aug-22	Aug	2022	Wed	0	2
01-Sep-22	Sep	2022	Thu	0	2
02-Sep-22	Sep	2022	Fri	0	1
06-Sep-22	Sep	2022	Tue	0	0
07-Sep-22	Sep	2022	Wed	0	0
08-Sep-22	Sep	2022	Thu	0	1
09-Sep-22	Sep	2022	Fri	1	0
12-Sep-22	Sep	2022	Mon	0	0
13-Sep-22	Sep	2022	Tue	0	0
14-Sep-22	Sep	2022	Wed	0	1
15-Sep-22	Sep	2022	Thu	0	0
16-Sep-22	Sep	2022	Fri	0	0
20-Sep-22	Sep	2022	Tue	0	0
21-Sep-22	Sep	2022	Wed	2	0
22-Sep-22	Sep	2022	Thu	0	0
23-Sep-22	Sep	2022	Fri	0	0
26-Sep-22	Sep	2022	Mon	1	1
27-Sep-22	Sep	2022	Tue	0	0
28-Sep-22	Sep	2022	Wed	0	0
29-Sep-22	Sep	2022	Thu	0	0
03-Oct-22	Oct	2022	Mon	0	0
04-Oct-22	Oct	2022	Tue	0	0
05-Oct-22	Oct	2022	Wed	1	0
06-Oct-22	Oct	2022	Thu	0	0
07-Oct-22	Oct	2022	Fri	0	0
11-Oct-22	Oct	2022	Tue	1	0
12-Oct-22	Oct	2022	Wed	0	0
13-Oct-22	Oct	2022	Thu	0	1
14-Oct-22	Oct	2022	Fri	0	1
17-Oct-22	Oct	2022	Mon	0	0
18-Oct-22	Oct	2022	Tue	0	0
19-Oct-22	Oct	2022	Wed	0	2
20-Oct-22	Oct	2022	Thu	0	0
21-Oct-22	Oct	2022	Fri	0	0
24-Oct-22	Oct	2022	Mon	0	1
25-Oct-22	Oct	2022	Tue	0	0
26-Oct-22	Oct	2022	Wed	0	1
27-Oct-22	Oct	2022	Thu	0	0
28-Oct-22	Oct	2022	Fri	0	1
31-Oct-22	Oct	2022	Mon	0	0
01-Nov-22	Nov	2022	Tue	0	0
02-Nov-22	Nov	2022	Wed	1	0
03-Nov-22	Nov	2022	Thu	0	0



Date	Month	year	Day	AM	PM
04-Nov-22	Nov	2022	Fri	0	1
07-Nov-22	Nov	2022	Mon	0	0
08-Nov-22	Nov	2022	Tue	0	0
09-Nov-22	Nov	2022	Wed	3	0
10-Nov-22	Nov	2022	Thu	2	0
14-Nov-22	Nov	2022	Mon	1	0
15-Nov-22	Nov	2022	Tue	0	1
16-Nov-22	Nov	2022	Wed	0	0
17-Nov-22	Nov	2022	Thu	1	0
18-Nov-22	Nov	2022	Fri	0	1
21-Nov-22	Nov	2022	Mon	1	0
22-Nov-22	Nov	2022	Tue	0	0
23-Nov-22	Nov	2022	Wed	0	2
24-Nov-22	Nov	2022	Thu	0	0
25-Nov-22	Nov	2022	Fri	0	0
28-Nov-22	Nov	2022	Mon	0	0
29-Nov-22	Nov	2022	Tue	0	0
30-Nov-22	Nov	2022	Wed	0	2
01-Dec-22	Dec	2022	Thu	0	2
02-Dec-22	Dec	2022	Fri	0	2
05-Dec-22	Dec	2022	Mon	1	2
06-Dec-22	Dec	2022	Tue	0	0
07-Dec-22	Dec	2022	Wed	0	0
08-Dec-22	Dec	2022	Thu	0	1
09-Dec-22	Dec	2022	Fri	0	0
12-Dec-22	Dec	2022	Mon	0	0
13-Dec-22	Dec	2022	Tue	0	1
14-Dec-22	Dec	2022	Wed	0	2
15-Dec-22	Dec	2022	Thu	1	1
16-Dec-22	Dec	2022	Fri	0	0
19-Dec-22	Dec	2022	Mon	0	0
20-Dec-22	Dec	2022	Tue	0	0
21-Dec-22	Dec	2022	Wed	0	0
22-Dec-22	Dec	2022	Thu	0	0
23-Dec-22	Dec	2022	Fri	0	0
03-Jan-23	Jan	2023	Tue	0	0
04-Jan-23	Jan	2023	Wed	0	0
05-Jan-23	Jan	2023	Thu	0	0
06-Jan-23	Jan	2023	Fri	0	0
09-Jan-23	Jan	2023	Mon	0	0
10-Jan-23	Jan	2023	Tue	1	2
11-Jan-23	Jan	2023	Wed	0	2
12-Jan-23	Jan	2023	Thu	0	0
13-Jan-23	Jan	2023	Fri	0	0
16-Jan-23	Jan	2023	Mon	0	0
17-Jan-23	Jan	2023	Tue	0	0
18-Jan-23	Jan	2023	Wed	1	0
19-Jan-23	Jan	2023	Thu	0	0

Date	Month	year	Day	AM	PM
20-Jan-23	Jan	2023	Fri	0	3
23-Jan-23	Jan	2023	Mon	0	0
24-Jan-23	Jan	2023	Tue	0	0
25-Jan-23	Jan	2023	Wed	0	2
26-Jan-23	Jan	2023	Thu	0	1
27-Jan-23	Jan	2023	Fri	0	0
30-Jan-23	Jan	2023	Mon	1	2
31-Jan-23	Jan	2023	Tue	0	2
01-Feb-23	Feb	2023	Wed	0	0
02-Feb-23	Feb	2023	Thu	0	1
03-Feb-23	Feb	2023	Fri	0	0
06-Feb-23	Feb	2023	Mon	2	0
07-Feb-23	Feb	2023	Tue	0	1
08-Feb-23	Feb	2023	Wed	0	0
09-Feb-23	Feb	2023	Thu	1	0
10-Feb-23	Feb	2023	Fri	0	0
13-Feb-23	Feb	2023	Mon	0	0
14-Feb-23	Feb	2023	Tue	0	1
15-Feb-23	Feb	2023	Wed	0	0
16-Feb-23	Feb	2023	Thu	1	0
17-Feb-23	Feb	2023	Fri	0	1
21-Feb-23	Feb	2023	Tue	0	0
22-Feb-23	Feb	2023	Wed	0	0
23-Feb-23	Feb	2023	Thu	0	0
24-Feb-23	Feb	2023	Fri	0	0
27-Feb-23	Feb	2023	Mon	0	0
28-Feb-23	Feb	2023	Tue	0	0
01-Mar-23	Mar	2023	Wed	0	0
02-Mar-23	Mar	2023	Thu	0	0
03-Mar-23	Mar	2023	Fri	0	1
06-Mar-23	Mar	2023	Mon	1	0
07-Mar-23	Mar	2023	Tue	0	0
08-Mar-23	Mar	2023	Wed	0	1
09-Mar-23	Mar	2023	Thu	0	0
10-Mar-23	Mar	2023	Fri	0	0
13-Mar-23	Mar	2023	Mon	1	0
14-Mar-23	Mar	2023	Tue	0	1
15-Mar-23	Mar	2023	Wed	0	0
16-Mar-23	Mar	2023	Thu	0	0
17-Mar-23	Mar	2023	Fri	1	0
20-Mar-23	Mar	2023	Mon	1	0
21-Mar-23	Mar	2023	Tue	1	0
22-Mar-23	Mar	2023	Wed	0	0
23-Mar-23	Mar	2023	Thu	0	0
24-Mar-23	Mar	2023	Fri	0	0
27-Mar-23	Mar	2023	Mon	0	0
28-Mar-23	Mar	2023	Tue	1	0
29-Mar-23	Mar	2023	Wed	0	0

Date	Month	year	Day	AM	PM
30-Mar-23	Mar	2023	Thu	1	1
31-Mar-23	Mar	2023	Fri	3	0
03-Apr-23	Apr	2023	Mon	0	0
04-Apr-23	Apr	2023	Tue	0	0
05-Apr-23	Apr	2023	Wed	0	1
06-Apr-23	Apr	2023	Thu	0	0
11-Apr-23	Apr	2023	Tue	0	0
12-Apr-23	Apr	2023	Wed	0	0
13-Apr-23	Apr	2023	Thu	0	1
14-Apr-23	Apr	2023	Fri	2	0
17-Apr-23	Apr	2023	Mon	1	2
18-Apr-23	Apr	2023	Tue	1	0
19-Apr-23	Apr	2023	Wed	0	0
20-Apr-23	Apr	2023	Thu	0	0
21-Apr-23	Apr	2023	Fri	0	0
24-Apr-23	Apr	2023	Mon	2	0
25-Apr-23	Apr	2023	Tue	0	0
26-Apr-23	Apr	2023	Wed	2	0
27-Apr-23	Apr	2023	Thu	0	0
28-Apr-23	Apr	2023	Fri	0	0

Row Labels	Sum of AM	Sum of PM
Mon	34	32
Tue	22	14
Wed	18	32
Thu	24	29
Fri	25	19
<b>Grand Total</b>	<b>123</b>	<b>126</b>

Row Labels	Average of AM	Average of PM
Mon	0.76	0.71
Tue	0.41	0.26
Wed	0.33	0.58
Thu	0.44	0.53
Fri	0.50	0.38
<b>Grand Total</b>	<b>0.47</b>	<b>0.49</b>

Row Labels	Sum of AM	Sum of PM
<b>Jan</b>		
2023	3	14
<b>Feb</b>		
2023	4	4
<b>Mar</b>		
2023	10	4
<b>Apr</b>		
2022	11	10
2023	8	4
<b>May</b>		
2022	10	5
<b>Jun</b>		
2022	26	30
<b>Jul</b>		
2022	21	14
<b>Aug</b>		
2022	13	10
<b>Sep</b>		
2022	4	6
<b>Oct</b>		
2022	2	7
<b>Nov</b>		
2022	9	7
<b>Dec</b>		
2022	2	11
<b>Grand Total</b>	<b>123</b>	<b>126</b>

Row Labels	Average of AM	Average of PM
Jan	0.14	0.67
Feb	0.21	0.21
Mar	0.43	0.17
Apr	0.56	0.41
May	0.48	0.24
Jun	1.18	1.36
Jul	1.05	0.70
Aug	0.59	0.45
Sep	0.21	0.32
Oct	0.10	0.35
Nov	0.43	0.33
Dec	0.12	0.65
<b>Grand Total</b>	<b>0.47</b>	<b>0.49</b>