

## COMMITTEE OF THE WHOLE AGENDA

**Monday, February 12, 2024 at 6:30 p.m.**

**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 February 12, 2024, 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 December 11, 2023, be adopted, as presented.

### 4. STAFF REPORTS

#### (a) Verbal Report from the Chief Administrative Officer Re: Draft Flag Raisings and Flag Protocol Policy

(6)

DRAFT Flag Raisings and Flag Protocol Policy for Council's review and input.

### 5. QUESTION PERIOD

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

### 6. CLOSE COMMITTEE OF THE WHOLE

# MINUTES OF A COMMITTEE OF THE WHOLE MEETING

Monday, December 11, 2023  
Council Chambers, District of Hope Municipal Office  
325 Wallace Street, Hope, British Columbia

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

**Staff Present:** John Fortoloczky, Chief Administrative Officer  
Donna Bellingham, Director of Corporate Services  
Mike Olson, Director of Finance  
Kevin Dicken, Director of Operations  
Robin Beukens, Director of Community Development  
Thomas Cameron, Fire Chief  
Richard Zerr, Acting Director of Community Development  
Branden Morgan, Deputy Corporate Officer/EA  
Gurvinder Sodhi, Communications and Network Analyst Advisor

**Others in attendance:** 2 members of the public and 1 media

**1. CALL TO ORDER**

Mayor Smith called the meeting to order at 6:30 p.m.

**2. APPROVAL OF AGENDA**

**Moved / Seconded**

THAT the December 11, 2023 Committee of the Whole Meeting Agenda be adopted, as presented. **CARRIED.**

**3. ADOPTION OF MINUTES**

**(a) Committee of the Whole – November 14, 2023**

**Moved / Seconded**

THAT the Minutes of the Committee of the Whole Meeting held November 14, 2023, be adopted, as presented. **CARRIED.**

**(b) Committee of the Whole – November 29, 2023**

**Moved / Seconded**

THAT the Minutes of the Committee of the Whole Meeting held November 29, 2023, be adopted, as presented. **CARRIED.**

#### **4. DELEGATIONS**

##### **(a) TRUE Consulting**

Brandon Demuriak, representative from TRUE Consulting, was in attendance to present to Council the Integrated Transportation Master Plan (ITMP). In the presentation, the following points were discussed:

- ITMP Purpose
  - Review the existing transportation network and its future long-term goals.
  - Create the framework for a balanced mobility network that optimizes both the existing and proposed future transportation infrastructure.
- Project Road Map
  - We are currently in the public engagement phase of the project, as part of the plan finalization steps.
  - Following the conclusion of public engagement, the final plan will be released and sent for Council adoption and implementation.
- Community Context – Demographics
  - 59% of residents are 45 years of age or older.
  - 56.7% of residents have a commute time of less than 15 minutes.
  - 87% of residents commute in a car, truck or van.
  - 9% of residents commute by walking.
- Development Guidelines
  - Current guidelines were created in 1999 to a rural standard with wide roads.
- Road Classification and Public Transit
  - The District has 80km of paved roads, split into two classifications – Collector and Local – in both urban and rural areas.
  - The District is serviced by BC Transit, which provides four stops in the community in connection with Agassiz.
- Many of the high-volume collision intersections exist within downtown Hope, Kawkawa Lake Road, and Old Hope Princeton Way.
- Stakeholder Engagement
  - Initial consultations were split into two groups, General Public and Key Stakeholders, to help identify existing barriers, gaps, and issues within the existing transportation network.
  - Due to low attendance at the in-person open house, an online survey was offered with an interactive map system.
  - Highest priorities heard were traffic safety, access to transit, driving and truck traffic, walking, and cycling.
  - The ideal vision for the transportation network was noted as more and

improved sidewalks, better access to transit and more transit routes, and safer active transportation corridors and infrastructure between downtown Hope and outlying neighborhoods.

- Defining Goals and Vision
  - The ITMP's goals have been developed to be long-range and integrated with the overall goals of the District of Hope and the larger region.
  - The goals and objectives were developed based on existing plans, policies and guiding documentation, along with feedback from City Staff, Council, key stakeholders and the general public.
- ITMP Objectives
  - Improved Travel Affordability
  - Improved Accessibility/Equity
  - Improved Safety for Users
  - Improved Health and Sustainability for the Environment and Users
  - Enhanced Travel Choices and Diversity
  - Enhanced Community Connectivity
  - Embrace Changing Technologies
  - Develop Key Network Priorities for Investment
- Forecast and Trends
  - Climate Change
  - Infrastructure Deficit
  - Emerging Technologies
  - Aging Population
  - Shifting Economy
  - Regional Mobility Hub
- Mobility Targets
  - Increase the proportion of trips made by sustainable transportation by 50% by 2040.
  - Provide a fully connected community through a sustainable transportation network of walkable and bikeable infrastructure by 2040.
- Network Analysis and Modelling
  - Currently, Old Hope Princeton Way and Water Avenue see the most traffic.
  - 5 and 15 years from now, traffic will increase in a spotty manner with no particular junctions that will be overwhelmed.
- Rural vs. Urban Context Review – Criteria
  - Safety Considerations
  - Environmental Impact/Drainage Conditions
  - Existing Conditions/Cost Effectiveness

- Maintenance and Renewal
- Preservation of Rural Character
- Pedestrian Network
  - Pedestrian infrastructure has been constructed primarily within the downtown core.
  - Walkability is available in the downtown core, but barriers are faced when travelling outside of that area.
  - Lack of connectivity is found throughout the community, with spot gaps existing in key areas.
  - Lack of crossing control at key intersections and road crossings.
- Cycling Network
  - A signed cycling route throughout the downtown area exists, established to provide users with a route around the community.
  - The community does not contain dedicated cycling facilities, aside from small sections of infrastructure.
  - Inadequate cycling facilities do not meet the needs of all ages and abilities.
  - Lack of connectivity between different areas of the community.
  - No delineation or guidance for cyclists at intersections and road crossings.
- Trails/Pathways Network
  - The trail network is sporadic and intertwined through all parts of the community.
  - Trail networks run through private land in areas of trespass.
  - Lack of connections from trailheads to existing urban active transportation facilities.
  - Lack of integration with regional/provincial sustainable transportation networks.
- Second Public Consultation – 80 responses
  - Majority of residents find it important to invest in the transportation network, with community connectivity as a focal point.
  - Most residents travel in and around town for shopping, utilizing vehicles.
  - Most residents agree that the proportion of trips made by sustainable transportation should increase by 50% by 2040.
  - Most residents agree that a fully connected community should be provided through a sustainable network of walkable and bikeable infrastructure by 2040.
- Next Steps and Schedule
  - Completion of Modeling Analysis – December 2023
  - Recommended Actions – December 2023
  - Implementation Plan and Cost Estimates – January 2024

- Draft Report for Council Review – January 2024
- Final Report for Council Adoption – February 2024

Council inquired as to whether the final report, once adopted, will provide shelf-ready programs that the District can implement and use to seek opportunities for grant funding. Mr. Demuriak confirmed that the ITMP will provide policy recommendations and a framework for the community to follow, as well as cost estimates that the District can utilize when looking for funding opportunities. The CAO inquired as to whether the accident statistics from ICBC include the nature of the accidents. Mr. Demuriak advised that he cannot speak to the specifics but will be able to compile that information for later review as they now have an Information Sharing Agreement with ICBC.

**5. QUESTION PERIOD**

There were no questions raised.

**6. CLOSE**

**Moved / Seconded**

THAT the December 11, 2023 Committee of the Whole Meeting adjourn at 7:02 p.m. **CARRIED.**

*Certified a true and correct copy of the Minutes of the Committee of the Whole meeting held on December 11, 2023 in Council Chambers of the District of Hope, British Columbia.*

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**Mayor**

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**Director of Corporate Services**

<b>DEPARTMENT:</b> Corporate Services	
<b>POLICY TITLE:</b> Flag Raisings and Flag Protocol Policy	
<b>Authority:</b> Legislative: <input checked="" type="checkbox"/> (Council)  Administrative: <input type="checkbox"/>	<b>Effective Date:</b>  <b>Date for Review:</b>
<b>Revision Date:</b>	

### 1. PURPOSE

The Flag Raisings and Flag Protocol Policy establishes a framework to govern requests for flag raising received and to establish a consistent protocol and manner for flying the flags at all District buildings, properties and facilities.

### 2. SCOPE

This policy applies to District of Hope Flag Raisings held at the District Hall, and to the flying of flags at any municipal building, property, or facility.

### 3. DEFINITIONS

**Courtesy Flag:** A flag provided for the purpose of highlighting community events and non-profit initiatives.

**Courtesy Flagpole:** Means the single flagpole located atop the District Hall building.

**Flag Raising:** A flag raising is the ceremonial raising of a flag that can occur with or without an accompanying ceremony.

**Half-mast and Half-masting:** Flags that are lowered to a position that is equal from the top and the bottom of a flag pole, as a sign of respect, mourning and condolence.

**National Flag:** Means the flag approved by Parliament of Canada as a national symbol of Canada.

**Order of Precedence:** Means the positioning of the flags in priority of importance, order or rank.

**Provincial Flag of BC:** Means the flag approved by the Legislative Assembly of British Columbia as a provincial symbol of British Columbia.

**District:** The District of Hope.

**District Facility:** Includes any District facility owned, leased or operated by the District.

**District Flag:** Means the flag that represents the District of Hope.

## FLAG RAISINGS AND FLAG PROTOCOL POLICY

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### 4. POLICY

- All Courtesy Flag Raisings shall be approved by Council.
- All Half-mastings shall be approved by the Chief Administrative Officer in consultation with the Mayor.
- Courtesy Flag Raising
  - a) The Mayor and/or designate will make their best effort to attend all Courtesy Flag Raising ceremonies at District Hall.
  - b) Only the Courtesy Flagpole at the District Hall will be used for Courtesy Flag Raisings.
- Requests for Courtesy Flag Raisings will be considered for approved for:
  - a) Local non-profit or charitable organizations;
  - b) Celebration of multi-cultural and civic events important to a significant number of District residents;
  - c) Recognition of an important visit to the District;
  - d) Public awareness or fundraising campaigns; and
  - e) Recognizing special events and not identifying commercial sponsors.
- Permitting a Courtesy Flag does not constitute an endorsement from the District of Hope or its employees, and shall not give the impression that an event, service or product is endorsed or associated with the District in any way, if such endorsement has not been given in writing.
- Requests for Courtesy Flag Raisings will not be approved:
  - a) For religious organizations or celebration of religious events;
  - b) If the intent is contrary to District policies or bylaws;
  - c) For political parties or political organizations;
  - d) If the intent is to defame the integrity of Council;
  - e) In support of fund-raising drives that are political or religious in nature;
  - f) If they support groups, organizations, or events that promote beliefs contrary to any other District policy;
  - g) If the flag espouses racism, personal discrimination, violence or hatred; or
  - h) If the flag directly encourages or exhibits obvious indifference to unlawful behaviour.
- The District will endeavour to fly Courtesy Flags as scheduled; however, no Courtesy Flags will be flown during times of Half-masting. Civic uses and emergencies take precedence.
- Dignitary Visits



## FLAG RAISINGS AND FLAG PROTOCOL POLICY

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- a) In the event of a visit of a dignitary to a District of Hope facility, the District may fly a Courtesy Flag representing that dignitary.
  - b) The flying of a Courtesy Flag to mark that visit will be made only after consulting with the appropriate protocol officer responsible for coordinating the visit.
- Flag Protocols and Configuration
    - a) The following outlines the Order of Precedence to be usually flown at District Facilities.
      - i) Flags Flown Permanently at District Hall:  
From left to right: Provincial flag of British Columbia; National Flag of Canada; District Flag
      - ii) Flags Appearing Permanently in Council Chambers, District Hall:  
From left to right: Provincial flag of British Columbia, District Flag, National Flag of Canada
      - iii) Flags Appearing Permanently in at any other District facility:  
From left to right: District Flag, Provincial flag of British Columbia
  - Only one flag shall be flown per pole.
  - Where there are only two flag poles the Provincial flag of British Columbia and the District Flag shall be flown.
  - Where there is only one flag pole, the District Flag shall be flown.
  - Flying Flags at Half-mast
    - a) Flags will be flown at Half-mast to mark periods of official mourning upon the death of:
      - i) The Sovereign or a Member of the Canadian Royal Family
      - ii) The Governor General of Canada, or a former Governor General, or Lieutenant Governor of British Columbia;
      - iii) The Prime Minister of Canada or a former Prime Minister;
      - iv) The Leader of Her Majesty's Loyal Opposition, Parliament of Canada
      - v) The Premier of British Columbia, or Leader of the Majesty's Loyal Opposition
      - vi) The Mayor or a former Mayor, a member of council or a former Member of Council;
      - vii) A current employee of the District of Hope;
      - viii) A District-based police officer, paramedic, firefighter or other person who dies in the line of duty; and
      - ix) Any other person at the discretion of the Mayor as a symbolic gesture of collective community mourning.

## **FLAG RAISINGS AND FLAG PROTOCOL POLICY**

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- b) Flags at District Hall will be Half-masted from sunrise to sunset on the following days each year:
  - i) June 6: D Day
  - ii) November 11: Remembrance Day
  - iii) April 28: WorkSafeBC Day of Mourning
  - iv) Half-masting may occur at all District Facilities or specific locations.

### **5. PROCEDURES**

- Courtesy Flagpole Procedures
  - a) Requests for a Courtesy Flag Raising must be made in writing to the Corporate Services Department, using the prescribed form of application and must be submitted at least four weeks prior to the day requested for the raising of the flag. The Corporate Services Department will review all applications to determine consistency with this Policy.
  - b) Requests for Courtesy Flag Raisings shall be provided to Council for consideration. Requests for Flag Raisings not consistent with this policy may include a negative recommendation from the Corporate Services Department.
  - c) Approvals will be considered on a first-come-first-served basis.
  - d) Upon approval, the organization must provide the flag to the Corporate Services Department who will confirm the estimated number of attendees to any accompanying ceremony, if applicable. Flags must be in excellent condition.
  - e) Flags will remain on display for no more than seven days or as time permits, at which time the organization will be contacted to pick up the flag.
  - f) Council may consider the display of flags for periods longer than seven days.
  - g) Any conflicts regarding the display of flags will be addressed by Council.
- Half-mast Procedures
  - (a) In the case of a national or provincial official, flags flown at Half-mast shall be for the duration established by the appropriate federal or provincial protocol offices.
  - (b) In the case of other persons, flags will be flown at Half-mast from the date the notice of death is received until sunset of the date of the funeral for that individual.
  - (c) A flag is brought to the Half-mast position by first raising the flag to the top of the mast, and then immediately lowering it, slowly to the Half-mast position.
- General Procedures

## **FLAG RAISINGS AND FLAG PROTOCOL POLICY**

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- (a) The Operations Department is responsible for the physical implementation of Courtesy Flag Raisings and Half-mastings.
- (b) The Corporate Services Department will be responsible for coordinating the Courtesy Flag Raising and Half-masting of flags at District facilities, which shall be communicated by email to Council and facility employees advising of the date, time and reason for each event.
- (c) The identification of Courtesy Flags and/or flags flown at Half-mast shall be posted on the District website and social media channels via the Corporate Services Department.

### **6. REFERENCES AND RESOURCES**

This Policy should be read and applied in consultation with the following reference and resources, as updated time to time.

- National Flag of Canada etiquette
- Position of Honour, Canadian Heritage