

# MINUTES OF A COMMITTEE OF THE WHOLE MEETING

Monday, June 12, 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 Pauline Newbigging

**Council Members Absent:** Councillor Crystal Sedore  
Councillor Zachary Wells  
Councillor Angela Skoglund

**Staff Present:** John Fortoloczky, Chief Administrative Officer (CAO)  
Donna Bellingham, Director of Corporate Services  
Mike Olson, Director of Finance  
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 7:42 p.m.

## 2. APPROVAL OF AGENDA

**Moved / Seconded**

THAT the June 12, 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 May 8, 2023, be adopted as presented. **CARRIED.**

## 4. OTHER PERTINENT BUSINESS

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

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

The Director of Finance advised that the data was split into a.m. and p.m., with the number of visitors to District Hall tracked during the first and last 30 minutes of the day. He added that June and July are the busiest times of the year, but that the number of visitors drops off precipitously after that. The CAO noted that this change will not impact other aspects of business such as scheduled meetings taking place or answering phones.

The Director of Corporate services advised that, if formally approved by Council at

the next Regular meeting, Staff will post notices on the front door, website, and other social media platforms to inform the public. Council inquired as to the online property tax and utilities portal usage. The Director of Finance advised that there was a substantial increase in usage from 2021 to 2022, and that the number continues to rise this year. He added that fewer people are coming in with homeowners grant application questions as they know it has to be done online.

The Director of Corporate Services advised that the data was collected over a one-year period, April 2022 – April 2023, and if approved, this will provide six months' notice to the public that the new hours will take effect January 1, 2024. Staff will continue to work their regular hours of 8:30am – 4:30pm and the phone lines will also be active for these regular hours. These half hour adjustments allow for departmental meetings and required system works before computer systems can be utilized.

Council expressed appreciation for the data collected and the hour comparison of like sized communities. Council also appreciated that client meetings can still continue within the 8:30am – 4:30pm timelines. Council directed staff to rise and report this matter to the next Regular Council Meeting for a formal resolution.

**5. QUESTION PERIOD**

There were no questions.

**6. CLOSE**

**Moved / Seconded**

THAT the June 12, 2023 Committee of the Whole Meeting adjourn at 7:53 p.m.

**CARRIED.**

*Certified a true and correct copy of the Minutes of the Committee of the Whole meeting held on June 12, 2023 in Council Chambers of the District of Hope, British Columbia.*

*Original Signed by Victor Smith*  
**Mayor**

*Original Signed by Donna Bellingham*  
**Director of Corporate Services**