

# MINUTES OF A COMMITTEE OF THE WHOLE MEETING

Monday, February 12, 2024  
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 Pauline Newbigging  
Councillor Heather Stewin  
Councillor Dusty Smith

**Council Members Absent:** Councillor Zachary Wells

**Staff Present:** John Fortoloczky, Chief Administrative Officer  
Donna Bellingham, Director of Corporate Services  
Robin Beukens, Director of Community Development  
Gurvinder Sodhi, Communications and Network Analysis Advisor

**Others Present:** 1 member of the public and 1 media

## 1. CALL TO ORDER

Mayor Smith called the meeting to order at 6:32 p.m.

## 2. APPROVAL OF AGENDA

**Moved / Seconded**

THAT the February 12, 2024 Committee of the Whole Meeting Agenda be adopted, as presented. **CARRIED.**

## 3. ADOPTION OF MINUTES

### (a) Committee of the Whole

**Moved / Seconded**

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

## 4. STAFF REPORTS

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

The CAO briefly introduced the draft Flag Raising and Flag Protocol Policy and invited input from Council to allow staff to bring the policy back to a regular meeting.

Council inquired as to whether this policy will conflict with the banners that have previously been hung on District Hall. The CAO advised that it is not intended to replace the banners, as the banners can be used for differing or shorter timelines from the flag raisings. He added that if Council wishes, the banners can be

integrated into the policy. Council inquired as to what would happen if a group were to request to both raise a flag and hang a banner at the same time. The CAO advised that if no other requests has been received for flags or banners, that an organization could do both provided there is no conflict.

Council inquired as to whether the timeline outlined in section 5(e), regarding the display of flags for no more than seven days or as time permits, applies only after the conclusion of the requested duration, such as seven days after the Pride Flag has been flown for the month of June. The CAO advised that the draft limits the display period to seven days, but a modification can be made to extend this period of time as Council wishes. He added that seven days is the typical amount of time for flags to be flown, but that period can be up to a month for some causes and occasions. Council noted that a limitation on the length of time a flag can be flown should be included in the policy.

Council inquired as to whether the policy will include other District facilities, such as the Visitor Information Centre, Arts Gallery, Health Unit, Operations facility, and the Fire Halls. The CAO advised that flags could be flown on other District properties, and if Council wishes extra event flags could be raised in addition to the three flags already flying at those locations. Council asked that the policy be amended to allow for the flying of flags on courtesy flagpoles at all District owned facilities.

Council inquired as to who would be purchasing the courtesy flagpoles for the District facilities. The CAO advised that the District would purchase the flagpoles, and the requesting parties would supply the flags to be flown. Council inquired as to whether the policy speaks to requirements of the physical condition the flag to be flown. The CAO advised that a requirement for the flag to be in an acceptable condition can be added to the policy. Council inquired as to whether the flagpoles will be temporary or permanent. The CAO advised that the District Hall flagpole will be permanent, and further consideration will be given to other flagpole locations.

Council discussed whether flag raising requests should be individually approved by Council, approved once a year similar to grants-in-aid, or if the decisions should be delegated to staff. Council determined that as per the current draft policy, flag raising requests should be submitted at least four weeks prior to the date requested to raise the flag, and each request will be individually approved by Council.

The Director of Corporate Services advised that staff will make adjustments to the draft policy to include Council's requests and bring it back to a Regular Council meeting.

**5. QUESTION PERIOD**

There were no questions raised.

**6. CLOSE**

**Moved / Seconded**

THAT the February 12, 2024 Committee of the Whole Meeting adjourn at 6:50 p.m.  
**CARRIED.**

*Certified a true and correct copy of the Minutes of the Committee of the Whole meeting held on February 12, 2024 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**