

# 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.*

Original Signed by Victor Smith  
**Mayor**

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