

VILLAGE OF RADIUM HOT SPRINGS

REGULAR COUNCIL MEETING AGENDA FOR MAY 25TH, 2022

Zoom info:

Meeting ID: 882 123 4110

Passcode: Radium

Dial in: 1-204-272-7920

Meeting ID: 882 123 4110

Passcode: 600461

PRESENT:

1. ORDER:

LAND ACKNOWLEDGEMENT:

2. ADDITIONS TO AGENDA:

3. MINUTES:

- a) Adoption of Minutes from Public Hearing held on May 11th, 2022

Recommended Resolution:

That the Village of Radium Hot Springs Council adopt the Public Hearing Minutes from May 11th, 2022, as presented

- b) Adoption of Minutes from Regular Council Meeting held on May 11th, 2022

Recommended Resolution:

That the Village of Radium Hot Springs Council adopt the Regular Council Meeting minutes from May 11th, 2022, as presented.

4. DELEGATIONS:

- a) Sergeant Darren Kakuno – Fourth Quarter 2021-2022 report

5. COMMITTEE REPORTS:

6. UNFINISHED BUSINESS / BUSINESS ARISING FROM THE MINUTES:

VILLAGE OF RADIUM HOT SPRINGS

REGULAR COUNCIL MEETING AGENDA FOR MAY 25TH, 2022

7. BYLAWS:

- a) OCP Amendment Bylaw No.474, 2022 – for third reading

Recommended Resolution:

That Village of Radium Hot Springs Council give third reading to “ *OCP Amendment Bylaw No. 474, 2022*”

- b) Zoning Amendment Bylaw No.475, 2022 – for third reading

Recommended Resolution:

That Village of Radium Hot Springs Council give third reading to “ *Zoning Amendment Bylaw No. 475, 2022*”

- c) Election, Assent, and Mail Ballot Voting Bylaw No.478, 2022 – be read three times

Recommended Resolution:

That Village of Radium Hot Springs “ *Election, Assent, and Mail Ballot Voting Bylaw No.478, 2022*, be read three times.

8. MISCELLANEOUS CORRESPONDENCE & REPORTS:

- a) Report to Council - CAO Bergles - Global Code of Conduct Policy

Recommended Resolution:

That Council of the Village of Radium Hot Springs adopt the Global Code of Conduct Policy, as presented.

9. NEW BUSINESS:

10. ROUNDTABLE:

11. NOTICE OF COMMITTEE, SPECIAL & CLOSED MEETINGS:

12. ADJOURNMENT:

VILLAGE OF RADIUM HOT SPRINGS

PUBLIC HEARING MAY 11th, 2022

PRESENT: Mayor Clara Reinhardt, Councillors Logan and Shudra and Councillor McCauley (via Zoom), CAO Adrian Bergles, Jill Logan, and members of the public.

1. ORDER:

At 7:00 pm Mayor Reinhardt brought the public hearing to order to receive submissions regarding OCP Amendment Bylaw No. 474, 2022 and Zoning Amendment Bylaw No. 475, 2022.

2. PUBLIC HEARING SUBMISSIONS

Written: No written submissions received.

Verbal: No verbal submissions.

3. ADJOURNMENT:

The public hearing was adjourned at 7:03 p.m.

HEREBY CERTIFIED CORRECT:

Mayor Clara Reinhardt

Clerk, Jill Logan

VILLAGE OF RADIUM HOT SPRINGS

REGULAR COUNCIL MEETING MINUTES FROM MAY 11TH, 2022

PRESENT: Mayor Reinhardt, Councillors Logan, Shudra and Gray and Councillor McCauley (via Zoom), CAO Adrian Bergles, Bylaw Officer Kent Kebe, CFO Karen Sharp, Clerk Jill Logan, members of the public and the Columbia Valley Pioneer newspaper (via Zoom)

1. ORDER: Mayor Reinhardt brought the meeting to order at 7:30 p.m.

LAND ACKNOWLEDGEMENT:

Mayor Reinhardt acknowledged the First Nation's heritage for the lands upon which this meeting is being held.

NOTICE OF COMMITTEE, SPECIAL & CLOSED MEETINGS:

2. ADDITIONS TO AGENDA:

Resolved, that there are no additions to the Agenda.
(Moved by Councillor Shudra) Carried

3. MINUTES:

Resolved, that Council approves the Regular Council Meeting minutes from April 27th, 2022, as presented.
(Moved by Councillor McCauley) Carried

4. DELEGATIONS:

None

5. COMMITTEE REPORTS:

There were no committee reports.

6. UNFINISHED BUSINESS / BUSINESS ARISING FROM THE MINUTES:

None.

VILLAGE OF RADIUM HOT SPRINGS

Regular Council Meeting Minutes from May 11th, 2022 continued...

7. BYLAWS

- a) Resolved, that “*Financial Plan Bylaw No. 476, 2022*”, be adopted.
(Moved by Councillor Gray) Carried
- b) Resolved, that “*Tax Rate Bylaw No. 477, 2022*”, be adopted.
(Moved by Councillor Gray) Carried

8. MISCELLANEOUS CORRESPONDENCE & REPORTS:

- a) Resolved, that Council adds Arne Dohlen, Building Inspector and Development Services Contractor, as an associate member to the Village’s Municipal Insurance Association of British Columbia Policy for Liability and Errors and Omissions Purposes until December 31, 2022.
(Moved by Councillor Gray) Carried
- b) Resolved, that Council approves the 2021 Statement of Financial Information.
(Moved by Councillor Gray) Carried
- c) Resolved, that Council receives the March cheque register, for information.
(Moved by Councillor Gray) Carried
- d) Resolved, that Council approves the Vacation & Statutory Holiday Policy, as presented.
(Moved by Councillor Gray) Carried

9. NEW BUSINESS:

None

10. ROUNDTABLE:

- Councillor Gray commented that he is looking forward to the upcoming Committee of the Whole Meeting.
- Councillor Logan reported on the recent Rotary Community Garden work-bee, and that it was well attended. Councillor Logan also advised that the new water source from the Parks Canada building has been established.
- Mayor Reinhardt reported that the garbage pickup event on May 7, organized by the ColumbiYEA group, had about 10 volunteers. Mayor Reinhardt also advised that she and CAO Bergles, had an opportunity to meet with the new Parks Canada superintendent and outgoing superintendent. Mayor Reinhardt advised that a meeting will be set up with the Akisqnuk First Nation. Finally, Mayor Reinhardt advised that she will be headed to UBCM meetings in the coming week.

VILLAGE OF RADIUM HOT SPRINGS

Regular Council Meeting Minutes from May 11th, 2022 continued...

11. NOTICE OF COMMITTEE, SPECIAL & CLOSED MEETINGS:

None

12. ADJOURNMENT: 7:55 p.m.

HEREBY CERTIFIED CORRECT:

Mayor Reinhardt

Clerk, Jill Logan



NCO i/c Columbia Valley RCMP
Box 2220, 4935 Athalmer Road
Invermere, BC
V0A 1K0

Your File

Mayor and Council
Radium Hot Springs

Our File

2022-04-19

To the Mayor and Council,

**Mayor and Council Quarterly Report - Radium Hot Springs
Fourth Quarter - 2021/2022**

Introduction

This report is a summary of the activities of the Columbia Valley Detachment for the period of January 1, 2022 to March 31, 2022. During the fourth quarter our Detachment handled 694 files which was down from 774 files during the same period last year.

Detachment Personnel Status

Our Detachment, when at full strength, consists of the following:

- 1 Sergeant (Detachment Commander)
- 2 Corporals (Supervisors)
- 8 Constables (Provincially funded)
- 3 Administrative Staff
- 1 Victim Services Worker

In April we welcomed two new members to our detachment. Cst. Danny Butler transferred to us from the North Okanagan Detachment and Cst. Jillian Kings transferred to us from the Kamloops Detachment. Both members have adjusted quickly and are fitting right in. Cst. Butler previously worked at the Columbia Valley Detachment and Cst. Kings has been wanting to transfer to our detachment for some time now.

Cst. Kings is replacing Cst. Drew Rivers who will be transferring to Anahim Lake this spring. Cst. Rivers came to the Columbia Valley Detachment five years ago as a recruit and he's been a constant source of entertainment since his arrival. We'll be losing a great investigator when Cst. Rivers transfers.

Our vacant Corporal position has gone to promotion. The posting has closed and we hope to see a new Corporal in place by the end of the summer.

Detachment Priorities 2022/23

For 2022/23 our Detachment Priorities will be Road Safety, Mental Health, Property Crime, and Employee Wellness.

Road Safety - Columbia Valley General Duty members will again be encouraged to conduct pro-active traffic enforcement in the Columbia Valley. Visibility will be a priority for our detachment, meaning we'll be making an effort to be on patrol as much as we can and the public can expect to see more check stops in our communities.

Our detachment will continue work collaboratively with Golden and Cranbrook Highway Patrol Units in an effort to have more traffic resources in our area during periods when the Trans-Canada traffic is diverted into the Columbia Valley.

Mental Health - Columbia Valley, like other areas in the Province, is experiencing an increase in mental health related calls. Although mental health is a medical issue, police are often called for assistance when someone is in crisis or when people don't know where else to turn. Cpl. Witzke will be attending monthly meetings with other support agencies in our Valley to clarify roles and to work together to support individuals with mental health issues.

Property Crime - Although our Valley has a relatively low crime rate, we do occasionally experience property crime sprees. These sprees are often committed by traveling criminals but some of the crime can be attributed to local individuals. Our detachment will be doing everything possible to identify the individuals committing the property crime and hold them accountable. As with our Road Safety priority, we will be making efforts to be visible in our communities.

Employee Wellness - In order to provide quality service to our communities it is imperative that we take care of our officers and staff. Our members and staff need to be physically fit and emotionally resilient. Areas of focus will be mental and physical health for our members and their families. Throughout the year I will continue to seek out opportunities to support our members and staff.

Calls for Service

The total number of calls for service throughout the Columbia Valley Detachment area for the fourth quarter (January-March) was 694. During the same quarter in 2021 our calls for service were 774 and in 2020 we received 682 calls.

Specific calls for service for Radium Hot Springs were as follows:

January	2022 = 12	2021 = 18	2020 = 21	2019 = 20	2018 = 20
February	2022 = 7	2021= 21	2020 = 14	2019 = 15	2018 = 26
March	2022 = 18	2021 = 32	2020 = 18	2019 = 12	2018 = 10
<hr/>					
Total	2022 = 37	2021 = 71	2020 = 53	2019 = 47	2018 = 56

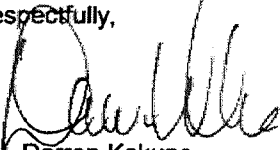
Calls within Radium Hot Springs accounted for approximately 5% of our calls for service.

Non-sensitive

Kicking Horse Canyon Diversion

We are in the midst of our second full closure of the Trans-Canada Highway which is scheduled from April 19 - May 20, 2022. Our detachment has committed one of our reservists to conduct enhanced enforcement on Highways 93 and 95 during the full closure. This will supplement our Highway Patrol unit's enforcement efforts.

Respectfully,

A handwritten signature in black ink, appearing to read 'Darren Kakuno', written over a horizontal line.

Sgt. Darren Kakuno
Columbia Valley RCMP

Meeting Type and Date: Meeting – May 25, 2022
From: Adrian Bergles, Chief Administrative Officer
Prepared By: Adrian Bergles, Chief Administrative Officer
Subject: **Official Community Plan Amendment Bylaw No. 474, 2022 and Zoning Amendment Bylaw No. 475, 2022**

Recommendation: **THAT Village of Radium Hot Springs Council give third reading to “Official Community Plan Amendment Bylaw No. 474, 2022”; and**

THAT Village of Radium Hot Springs Council give third reading to “Zoning Amendment Bylaw No. 475, 2022”

Request for Decision ☒ X

Department Report ☐

Information Report ☐

Implications of Recommendation:

Asset Management: N
Financial: N
OCP: Y: OCP Amendment
Policy: Y: Zoning Bylaw Amendment
Strategic Plan: N

SUMMARY INFORMATION

Staff recommends that Council give third reading to the above noted bylaws. A public hearing, with required public notice, was held on May 11, 2022 in relation to these bylaws.

More information on this specific application to amend the Village’s Official Community Plan (OCP) and Zoning Bylaw are included in an “Administrative memo to Council” by Arne Dohlen and attached to this report.

For information: land use decisions close to a highway require Ministry of Transportation and Infrastructure approval. As of May 19, 2022 this approval had not been received in the Village office.

Respectfully submitted: Adrian Bergles, Chief Administrative Officer

Administrative memo to Council

OCP Amendment Bylaw 474, Zoning Amendment Bylaw 475, 2022

Both Bylaws had 1st and 2nd reading on April 13th and a Public Hearing May 11th

Catherine Kammann, acting as agent for the owners of the property George and Debra Murray, has made this application for amendments to the OCP and Zoning bylaw on a property located at Prospector Ave and Radium Valley Road. Ms. Kammann wishes to amend the OCP from Recreational Vehicle to Multi Family Residential, and to amend the Zoning Bylaw from C4 Recreation Vehicle Park to C3 Tourist Recreation Commercial. This site contains the old sales office for RVVR which has been vacant for years. The plan for this site is to demolish the existing structure and build a recreation centre with a bouldering gym, virtual golf, kids play area and licensed café. It is also proposed to lease out a portion of the building to Radium Brewery to expand their brewing area. No tasting or tap room is planned.



Respectfully submitted

Arne Dohlen

VILLAGE OF RADIUM HOT SPRINGS

BYLAW NO. 474, 2022

Being a bylaw to amend the Official Community Plan Bylaw.

WHEREAS Section 471, and 472 of the *Local Government Act* provide that municipalities may adopt Official Community Plans so as to guide decisions on planning and land use management, and;

WHEREAS Section 460 provides that these guidelines may be amended;

NOW THEREFORE the Council of the Village of Radium Hot Springs in open meeting assembled **enacts** as follows:

1. That the Planned Land Use Map 'Schedule A' of the Village of Radium Hot Springs Official Community Plan Bylaw No. 396, 2013 be amended by changing the land use designation on the following property shown outlined in heavy black on Schedule "A" attached to and forming part of this bylaw from:
 - a. Lot A, Plan NEP14585, DL 272, Kootenay District, except Plan N50 & DL 486 & EXC Plans NEP17656, NEP18076, NEP77300, NEP77982 & NEP88542
 - b. Civic address: 7254 Radium Valley Road
 - c. from "**Recreational Vehicle to Multiple Family Residential**"
2. This Bylaw may be cited as "Official Community Plan Amendment Bylaw No. 474, 2022"

READ A FIRST AND SECOND TIME THIS 13TH DAY OF APRIL, 2022.

PUBLIC HEARING HELD THIS 11 DAY OF May, 2022.

READ A THIRD TIME THIS _____ DAY OF _____, 2022.

RECONSIDERED AND ADOPTED THIS _____ DAY OF _____, 2022.

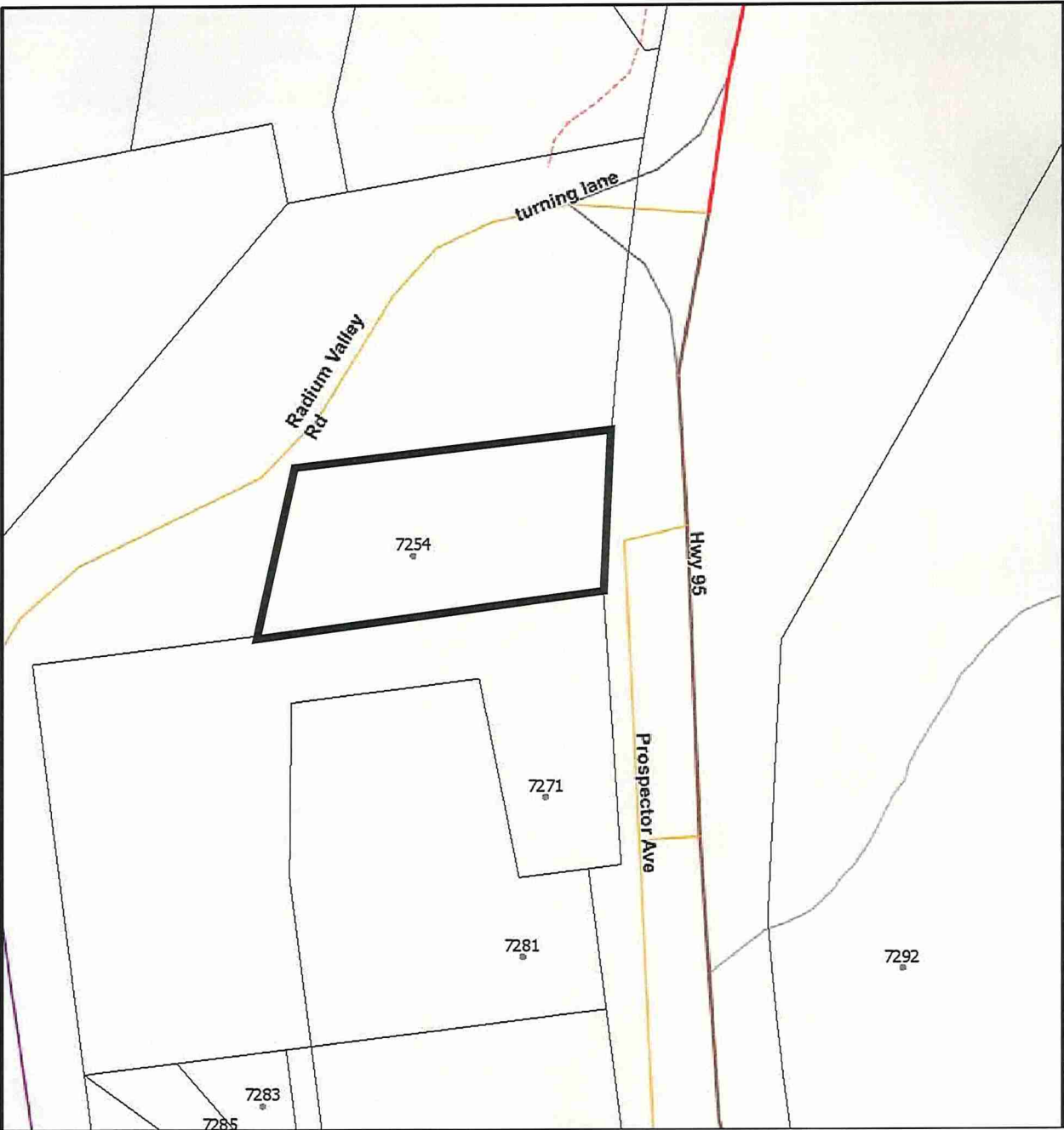
Mayor

Clerk

Hereby certified as a true copy of Bylaw 474, 2022

Clerk

Date



Schedule A – Bylaw 474, 2022

VILLAGE OF RADIUM HOT SPRINGS

BYLAW 475, 2022.

Being a bylaw to amend the zoning bylaw.

WHEREAS Section 479 of the *Local Government Act* provides that a local government may, by bylaw, divide the whole or part of the municipality into zones; regulate the use of land, building and structures within a zone; regulate the siting, size and dimensions of buildings; regulate the location of uses on the land and within buildings and structures; and that the regulations may be different for different uses within a zone;

AND WHEREAS the Council deems it desirable to amend the zoning bylaw, cited as "Village of Radium Hot Springs Zoning Bylaw No. 338, 2007" to change the following listed lands from **C4 – Recreation Vehicle Park** to **C3 - Tourist Recreation Commercial** and add a permitted use to this specific property of **Nano Brewery**.

Lot A, Plan NEP14585, DL 272, Kootenay District, except Plan N50 & DL 486 & EXC Plans
NEP17656, NEP18076, NEP77300, NEP77982 & NEP88542

PID 008-776-971

NOW THEREFORE the Council of the Village of Radium Hot Springs in open meeting assembled *enacts* that the Village of Radium Hot Springs Zoning Bylaw No. 338, 2007 is hereby amended as follows:

That Schedule "B", Official Zoning Map referenced to in section 5.2 of the Village of Radium Hot Springs Zoning Bylaw No. 338, 2007 is hereby amended with the zoning area changes shown on Schedule "A" attached to and forming part of this bylaw.

This amendment amends the zoning for:

Lot A, Plan NEP14585, DL 272, Kootenay District, except Plan N50 & DL 486 & EXC Plans
NEP17656, NEP18076, NEP77300, NEP77982 & NEP88542

- from **C4 – Recreation Vehicle Park** to **C3 – Tourist Recreation Commercial** and;
- that Section 6.7.1. is amended with the addition of Permitted Use: **Nano Brewery**.

This Bylaw may be cited as "Zoning Amendment Bylaw No. 475, 2022".

This bylaw shall come into full force and effect upon passage.

READ A FIRST AND SECOND TIME THIS 13TH DAY OF APRIL, 2022.

PUBLIC HEARING HELD THIS 11 DAY OF May, 2022.

HEREBY APPROVED BY THE MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE THIS ____ DAY OF _____ 2022

READ A THIRD TIME, RECONSIDERED AND ADOPTED THIS ____ DAY OF _____, 2022.

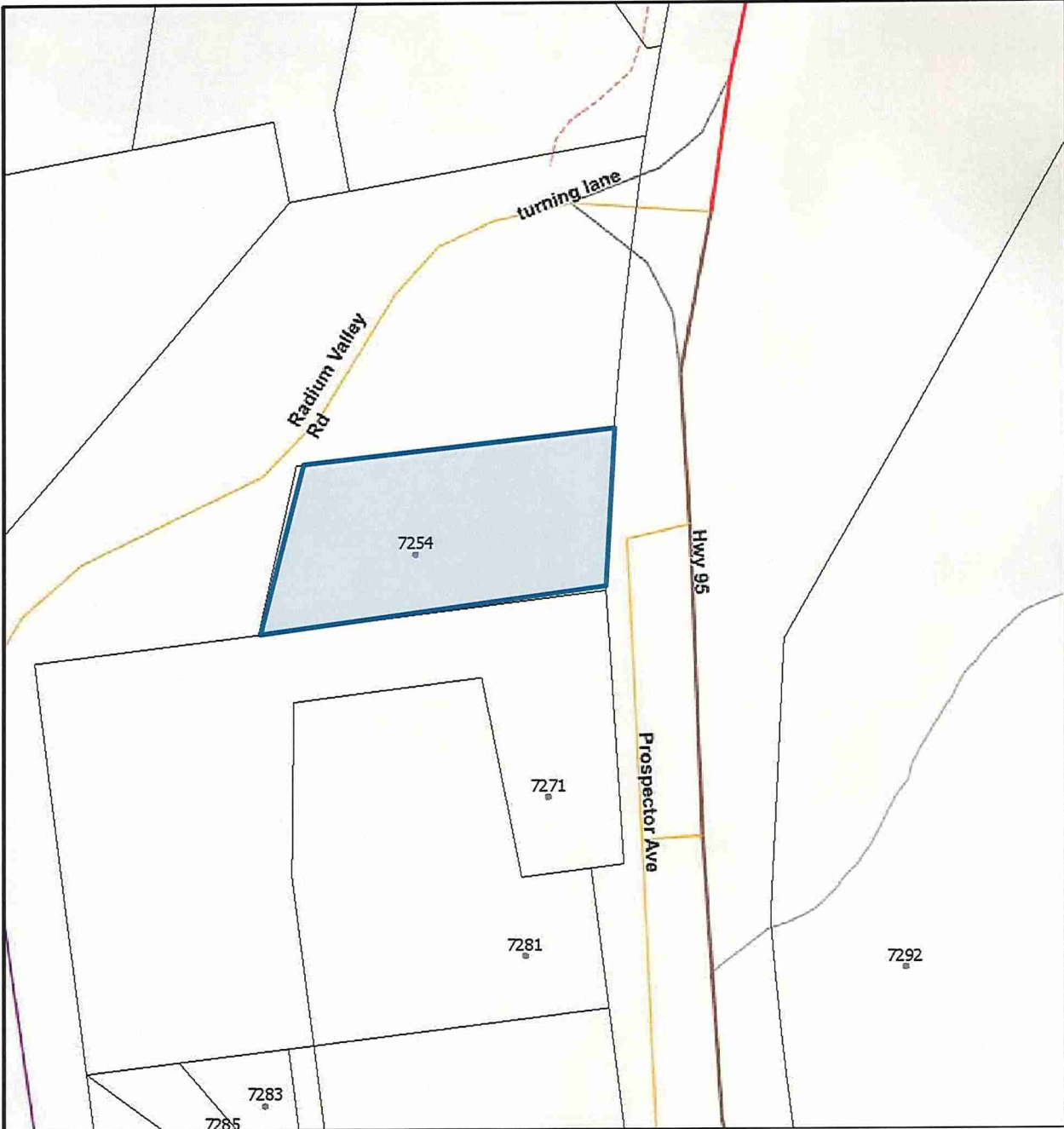
Mayor Clara Reinhardt

Clerk

Hereby certified as a true copy of Bylaw 475, 2022.

Clerk

Date



Schedule A – Bylaw 475, 2022

VILLAGE OF RADIUM HOT SPRINGS

BYLAW NO. 478, 2022

A bylaw to regulate conduct of Elections, assent, and mail ballot voting

WHEREAS pursuant to the *Local Government Act*, Council may, by bylaw, establish procedures for the conduct of local government Elections and assent voting;

NOW THEREFORE, the Council of the Village of Radium Hot Springs, in open meeting assembled, enacts as follows:

1. CITATION

This bylaw may be cited for all purposes as "Election, Assent, and Mail Ballot Voting Bylaw No. 478, 2022".

2. ELECTOR REGISTRATION

For the purposes of all Elections and other voting, a person may register as an elector only at the time of voting. Registration as an elector is effective only for the voting or other matters on which the opinion of the electors is being sought at the time of voting.

3. MINIMUM NUMBER OF NOMINATORS

The minimum number of qualified nominators required to make a nomination for office as a member of Council shall be 5.

4. NOMINATION DEPOSITS

A person who wishes to be nominated for mayor, or councillor, in an Election, must pay a nomination deposit in the amount of \$100.00.

5. ADVANCE VOTING OPPORTUNITIES

In addition to the required advance voting opportunity on the 10th day before general voting day, the Chief Election Officer may:

- a) Establish additional voting opportunities to be held in advance of general voting day; and
- b) Designate the voting places and set the voting hours for these voting opportunities

6. MAIL BALLOT VOTING

- a) As authorized by the *Local Government Act*, voting may be done by mail ballot and registration of electors may be done by mail in conjunction with mail ballot voting.
- b) The Chief Election Officer may establish time limits in relation to voting by mail.
- c) As provided in the *Local Government Act*, to be counted, a mail ballot must be received by the Chief Election official before the close of voting on general voting day.

7. MAIL BALLOT VOTING PROCEDURES

The mail ballot voting procedures are as set out in Schedule 'A' to this bylaw.

Meeting Type and Date: Meeting – May 25, 2022
From: Adrian Bergles, Chief Administrative Officer
Prepared By: Adrian Bergles, Chief Administrative Officer
Subject: Election, Assent, and Mail Ballot Voting Bylaw No. 478, 2022

Recommendation: That Village of Radium Hot Springs “Election, Assent, and Mail Ballot Voting Bylaw No. 478, 2022” be read three times

Request for Decision ☒ Department Report ☐ Information Report ☐

Implications of Recommendation:

Asset Management: N
Financial: N
OCP: N
Policy: Y: Election Bylaw
Strategic Plan: N

SUMMARY INFORMATION

The bylaw before Council updates the Village’s Election, Assent, and Mail Ballot Voting procedures. It retains many of the features of past election bylaws in the Village of Radium Hot Springs, for example the requirement to register to vote on election day rather than maintenance of a voters list.

The new bylaw updates the references to the correct sections of the *Local Government Act* as well as formalizing the Mail Ballot Voting Procedures as an appendix to the Bylaw.

For elections bylaws in British Columbia to be applicable to the 2022 election, the bylaw must be adopted at least 56 days before the nomination period for the election: July 4, 2022.

Respectfully submitted:

Adrian Bergles
Chief Administrative Officer

8. RESOLUTION OF TIE VOTE AFTER JUDICIAL RECOUNT

In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with section 151 of the *Local Government Act*.

9. REPEAL

The Village of Radium Hot Springs “Election Procedure Bylaw No. 380, 2011” is hereby repealed.

READ A FIRST SECOND AND THIRD TIME THIS ____ DAY OF MAY, 2022.

RECONSIDERED AND ADOPTED THIS ____ DAY OF JUNE, 2022.

Mayor Clara Reinhardt

Corporate Officer Adrian Bergles

VILLAGE OF RADIUM HOT SPRINGS

“Election, Assent, and Mail Ballot Voting Bylaw No. 478, 2022.”

SCHEDULE ‘A’

Mail Ballot Voting Procedures

1. AUTHORIZATION AND DEFINITIONS

1.1 Voting may be done by mail ballot and registration as an elector may be done by mail in conjunction with mail ballot voting.

1.2 The Chief Election Officer may establish the time limits in relation to voting by mail.

1.3 In this bylaw,

Applicant means an elector who wants to vote by mail and makes a request for a mail ballot;

Authorized Person means a person that the applicant has authorized, on the applicant’s behalf, to:

- a) pick up a mail ballot package; or
- b) drop off a completed mail ballot package.

Register of Mail Ballots means the records that the Chief Election Officer must keep in order to address any challenges to an elector’s right to vote.

1.4 The definitions contained in the *Local Government Act* shall apply in this bylaw.

2. APPLICATION PROCEDURE

2.1 An Applicant shall apply by giving their name and address to the Chief Election Officer during the period:

- a) commencing with the declaration of Election by voting; and
- b) ending at 4:00 pm on the Thursday before general voting day.

2.2 Upon the Applicant making a request for a mail ballot, the Chief Election Officer shall, between the time when the ballots are ready and 4:00 p.m. on the Thursday before general voting day:

- a) make available to the Applicant, a mail ballot package which contains:
 - i. the content set out in section 110(7) of the *Local Government Act* ;
 - ii. additional instructions; and
 - iii. a statement advising the elector that
 - a. the elector must meet the eligibility to vote criteria, and
 - b. the elector must attest to such fact; and
- b) record in the Register of Mail Ballots and, upon request, make available for inspection:
 - i. the name and residential address of the elector to whom the ballot was issued, or in the case of a non-resident property elector, the name and address of the property in relation to which they are voting; and
 - ii. any other information that the Chief Election Officer deems helpful to maintain the register of mail ballots.

2.3 As per the Applicant's direction, the Chief Election Officer may distribute the mail ballot package in any of the following ways:

- a) sending the mail ballot package by Canada Post;
- b) sending the mail ballot package by courier at the expense of the Applicant;
- c) having the mail ballot package picked up by the Applicant at a designated time and location; or
- d) having the mail ballot package picked up by an Authorized Person at a designated time and location.

2.4 The Chief Election Officer may request that the Authorized Person show identification and sign a form before providing the Authorized Person with the mail ballot package.

3. VOTING PROCEDURE

3.1 To vote by a mail ballot, the elector shall mark the ballot in accordance with the instructions contained in the mail ballot package provided by the Chief Election Officer.

3.2 After marking the ballot, the elector shall:

- a) place the ballot in the secrecy envelope provided and seal the secrecy envelope;
- b) place the secrecy envelope in the certification envelope, and complete and sign the certification printed on such envelope, and then seal the certification envelope;
- c) place the certification envelope, together with a completed elector registration application, in the outer envelope, and then seal the outer envelope; and
- d) mail, or have delivered, the outer envelope and its contents to the Chief Election Officer at the address specified so that it is received by the Chief Election Officer no later than the close of voting on general voting day.

4. BALLOT ACCEPTANCE OR REJECTION

4.1 Until 4:00 pm on the Thursday before general voting day, the Chief Election Officer shall, upon receipt of the return envelope and its contents:

- a) immediately record the date of receipt in the Register of Mail Ballots; and
- b) open the return envelope.

4.2 When the Chief Election Officer examines the certification envelope, the Chief Election Officer shall:

- a) confirm the identity of the elector as an Applicant on the Register of Mail Ballots;
- b) determine the fulfilment of the requirements in section 70 of the *Local Government Act* and the completeness of any application to register, if required; and
- c) determine the completeness of the certification envelope.

4.3 If the Chief Election Officer is satisfied that the elector has met the requirements in section 4.2, the Chief Election Officer shall:

- a) mark the certification envelope as "accepted";
- b) place the accepted certification envelope with the other certification envelopes.

4.4 If the Chief Election Officer determines that:

- a) the Chief Election Officer is not satisfied as to the identify to the elector; or
- b) the elector has not completed the application to register properly; the Chief Election Officer shall mark the certification envelope as “rejected”, indicate the reason for the rejection for the rejection and set aside the rejected certification envelope unopened.

4.5 The Chief Election Officer shall retain in their custody all opened and unopened certification envelopes.

4.6 After 4:00 pm on the Thursday before general voting day, the Chief Election Officer, in the presence of at least 1 other person, including any candidate representatives, shall:

- a) deal with any challenges to the electors involving the accepted certification envelopes;
- b) open the certification envelopes;
- c) remove the secrecy envelopes containing the ballots; and
- d) place the secrecy envelope containing the ballot in the ballot box.

4.7 If the Chief Election Officer receives a return envelope with its contents after 4:00 pm on the Thursday before general voting day but before the close of general voting, the Chief Election Officer shall:

- a) handle those return envelopes in accordance with sections 4.1 at the time that the Chief Election Officer receives the return envelopes;
- b) retain all accepted certification envelopes until the close of general voting day;
- c) process the accepted certification envelopes in accordance with sections 4.2 to 4.5 after the close of general voting day.

4.8 As soon as possible after all of the secrecy envelopes have been placed in the ballot box, in the presence of at least 1 other person and any candidate representatives, the Chief Election Officer shall supervise:

- a) the opening of the ballot box;
- b) the opening of the secrecy envelopes and
- c) the counting of the ballots in accordance with the provisions of the *Local Government Act*.

4.9 If the Chief Election Officer receives a return envelope with its contents after the close of general voting day, the Chief Election Officer shall:

- a) mark the return envelope as “rejected”;
- b) indicate the reason why the return envelope was rejected on the return envelope; and
- c) place the unopened return envelope with the other rejected return envelopes.

5. CHALLENGE OF ELECTOR

5.1 A person who qualifies under section 126 of the *Local Government Act* may challenge the right of a person to vote by mail ballot on the grounds set out in section 126 of the *Local Government Act* up until 4:00 pm on the Thursday before general voting day.

6. ELECTOR'S NAME ALREADY USED

6.1 If, upon receiving a request for a mail ballot, the Chief Election Officer determines that another person has voted or has already been issued a mail ballot in the elector's name, the Chief Election Officer shall comply with section 127 of the *Local Government Act*.

7. REPLACEMENT OF SPOILED BALLOT

7.1 If an elector unintentionally spoils a mail ballot before returning it to the Chief Election Officer, the elector may request a replacement ballot by:

- a) advising the Chief Election Officer of the ballot spoilage; and
- b) mailing, or otherwise delivering by any appropriate means, the spoiled ballot package in its entirety to the Chief Election Officer.

7.2 Upon receipt of the spoiled ballot package, the Chief Election Officer shall record such fact and provide a replacement mail ballot package in accordance with section 2.2 of this Schedule 'A'.

Meeting Type and Date:

Meeting – May 25, 2022

From:

Adrian Bergles, Chief Administrative Officer

Prepared By:

Adrian Bergles, Chief Administrative Officer

Subject:

Global Code of Conduct Policy

Recommendation:

That Council of the Village of Radium Hot Springs adopt the Global Code of Conduct Policy as presented

Request for Decision ☒ X

Department Report ☐

Information Report ☐

Implications of Recommendation:

Asset Management: N

Financial: N

OCP: N

Policy: Y: Staff Policy

Strategic Plan: N

SUMMARY INFORMATION

The Global Code of Conduct Policy is intended to establish a baseline of appropriate behaviour for staff of the Village of Radium Hot Springs.

To be clear – there are no known members of staff who at this time behave in a way that is contrary to this proposed policy. This policy is intended to protect the Village in the event of undesirable habitual, or egregious, behaviour on the part of an employee.

The Village's Substance Abuse/Misuse Policy is referenced in this policy and is provided for information.

Respectfully submitted:

Adrian Bergles

Chief Administrative Officer

Global Code of Conduct Policy

Intent

The Village of Radium Hot Springs is committed to providing a safe, healthy workplace that promotes a high level of job satisfaction and a respectful work environment. We believe that it is a shared responsibility of all employees to work toward continual improvement of our workplace. To assist the Village in maintaining an exemplary work environment, we require that all employees of the Village of Radium Hot Springs conduct themselves in an ethical and professional manner, at all times.

Guidelines

To preserve the values and corporate principles that the Village of Radium Hot Springs is founded upon, we have compiled a list of unacceptable Actions or Behaviours that have been classified as either:

1. Hazardous to employee safety;
2. Criminal;
3. A negative influence on workplace morale;
4. Detrimental to the success of our organization

The Village of Radium Hot Springs reserves the right to discipline and, in certain circumstances, terminate the employment of any employee for participating in any conduct that violates the Village of Radium Hot Springs Global Code of Conduct standards and policies.

Unacceptable Actions or Behaviours

Unacceptable Actions or Behaviours shall include, but not be limited to the following:

- Causing physical harm to another person;
- Threats or harassing behaviour;
- Willful damage or destruction to employer property, or employee property (behaviour of this nature may be referred to the police);
- Possession of a weapon while on employer premises, or while conducting business on behalf of the employer (Except non-lethal self-defense weapons used by a Bylaw Enforcement Officer);
- Immoral, or indecent conduct, or conduct deemed harmful to the reputation of the Village of Radium Hot Springs;
- Willful violation of health and safety practices, policies, and procedures;
- Theft, including physical and intellectual properties (behaviour of this nature

may be referred to the police);

- Insubordination;
- Dishonest, illegal, or improper business activities;
- Contravention of the Village of Radium Hot Springs' Substance Abuse/Misuse Policy including failure to report to management the use of any prescribed drug which may alter the employee's ability to safely perform his / her duties;
- Arriving to work late without providing advance notice and/or without reasonable cause;
- Failure to properly report an absence; and
- Failure to meet stated goals, objectives, and/or performance metrics for a position.

Employees are expected to perform their job duties in a manner conducive to a safe workplace, following all employer practices, policies, and procedures.

VILLAGE OF RADIUM HOT SPRINGS

SUBSTANCE ABUSE/MISUSE POLICY

Adopted: October 10th, 2018.

All employees are responsible for health and safety in the workplace. The Village of Radium Hot Springs does not condone any substance abuse or misuse that affects the performance of duties, the wellness of employees, the safety of any operation, or adversely affects the image of the Village.

The Village recognizes that the abuse of alcohol, cannabis and drugs are illnesses, which can respond to therapy and treatment. The Village is committed to employee safety, health and wellness, and will assist employees in obtaining treatment for such illnesses.

1. A substance is defined as any drug, including alcohol and cannabis, which when taken changes the way the user's body or mind functions.
2. Substance abuse is defined as the over use or improper use of a substance.
3. Substance misuse is defined as the use of a substance at an inappropriate time or place or the possession of an illegal substance, whether or not it is used.
4. Impaired is defined as a negative mental and/or physical condition affecting judgement, coordination or perception, caused by a substance, that adversely affects an individual's ability to perform work in a safe and productive manner.
4. For the purposes of this policy, the following are prohibited:
 - (a) Being impaired by alcohol, cannabis or other drugs while at work.
 - (b) The possession or use of illicit drugs on Village property, during Village related work and activities, or in company vehicles.
 - (c) The presence in the body of illicit drugs (or their metabolites) while at work.
5. An employee who is taking legal medication (whether or not prescribed by a physician) which may affect or impair judgement, coordination or perception, so as to adversely affect his/her ability to perform work in a safe and productive manner, must notify his/her supervisor prior to commencing work. The supervisor will determine whether the employee will be permitted to work or whether work restrictions will be applied.
6. Designated 'on call' employees must be able to respond to an incident and shall not consume drugs, alcohol or cannabis to the extent they become impaired or are unable to safely and acceptably perform their duties. If an employee, such as a non-designated on-call employee, is

requested to perform unscheduled services or to respond to an incident while unfit to do so, the employee must decline.

7. The Village reserves the right to temporarily remove, reassign or suspend an employee pending determination of the employee's fitness for work, assessment of a drug/alcohol/cannabis issue, or completion of an investigation into a possible violation of this policy.
8. All discussion regarding substance abuse or misuse or suspected substance abuse or misuse shall be held in the strictest confidence. Any medical information regarding an employee's drug, alcohol or cannabis use, including test results, will be handled in a confidential manner. Medical information will not be disclosed by the Village, except with the employee's written permission; as required by law; or where the Village determines that there is a serious risk to the health or safety of the employee or others.
9. Any Village employee who feels they have a substance abuse/misuse problem should discuss the problem with their supervisor, or with the Chief Administrative Officer, with the intent of seeking help without fear of reprisal. Management staff will listen objectively to the employee's problem, discuss options, and ensure there is follow-up to the meeting and a course of treatment. Sick leave may be utilized for the prescribed course of treatment.
10. Any suspected substance abuse or misuse by a fellow employee can be reported without fear of reprisal to a supervisor, or to the Chief Administrative Officer, who will investigate and either confirm or dismiss the allegation. If the allegation is confirmed, the supervisor and the Chief Administrative Officer will meet with the employee, discuss options, and ensure there is follow-up.
11. Any employee whose performance, safe work practices, or interaction with the public is adversely affected by being under the influence of a substance will be taken home for the day. The circumstances will be reviewed the following working day with the appropriate supervisor and the Chief Administrative Officer to determine what corrective action may be necessary.
12. All attempts will be made to take action to assist staff in correcting any substance abuse or misuse problems. An acknowledgement by an employee of a drug/alcohol/cannabis abuse problem will not be a cause for disciplinary action. An employee who receives treatment must comply with the terms of any program established to assist with a dependency.
13. Failure by an employee to respond to the Village assistance will result in disciplinary action. The consequences for violation of this policy will depend on the facts of each case. Some of the factors that will be considered include the nature of the violation; the existence of prior violations; the response to prior treatment or corrective programs; and the seriousness of the violation.

14. If an employee violates this policy, appropriate disciplinary action will be taken, including but not necessarily limited to a warning or reprimand, suspension, corrective action agreement or termination for cause.