Council Orientation Series

District of North Vancouver
2018-2022 Council
Nuts + Bolts
Nuts + Bolts: Agenda

1. Intro & Upcoming Schedule
2. Human Resources: Policies & Benefits
3. Finance: Remuneration & Expenses
4. IT Services: Overview, Councillor Tech Package, the Help Desk
5. Administrative Services: Meetings & Motions
6. Legal: Roles, Responsibilities, Conflict of Interest & Conduct
7. CAO: Governance
Schedule

- November 6: Orientation Workshop – Nuts + Bolts
- November 13: Orientation Workshop – Internal Departments
- November 19: Closed/Regular Meeting
- November 20: Orientation Workshop – Partner Agencies
- November 26: Orientation Workshop – Partner Agencies/Regular Meeting
- December 3: Closed/Regular Meeting
  - TBD: Strategic Plan Interview with KPMG
- January 7: Regular Meeting
Human Resources
Introduction to HR

The District is committed to the development of HR programs and services which build organizational capacity and enable us to attract and retain the best talent. Key services include:

– Labour relations
– Benefits and salary administration
– Recruitment
– Occupational Health and Safety
– Organizational and people development
Policies

Policies which apply to everyone who shares the workspace:

- Respectful Workplace
- Substance Use
- Health and Safety
- Exempt compensation
- Hiring of Relatives
- Conflict of Interest
- Council participation in Collective bargaining
Benefits Coverage for Elected Officials

Effective Jan 1, 2019 – premiums fully covered by District

- **Extended Health & Dental**: Family coverage (dependents up to age 21 or age 25 if in school full time)
- **MSP**: Family coverage (dependents up to age 19 or age 25 if in school full time)
- **Group Life and AD&D**: Individual only
- Forms – due Nov 13th, 2018
- Employee ID
Financial Services
## Council Remuneration

<table>
<thead>
<tr>
<th>2018 – Nov. 5 to Dec. 31st - Prorated</th>
<th>2019 – Full Year</th>
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<tbody>
<tr>
<td>Mayor - $104,005 annual</td>
<td>Mayor - $122,777 annual</td>
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<tr>
<td>Acting Mayor Pay - $1,224 per month</td>
<td>Acting Mayor Pay - $1,443 per month</td>
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<tr>
<td>Councillor - $41,602 annual</td>
<td>Councillor - $49,111 annual</td>
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<tr>
<td>1/3 Salary Exemption from income tax</td>
<td>No Exemption – Salary fully taxable</td>
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<tr>
<td>Benefits Package – 50% covered by District</td>
<td>Benefits Package – 100% covered by District</td>
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Represent, Engage, Attend, Train

• **Represent/Engage the District**
  – Mayor $5,000; each Councillor $2,000
  – present, receive an award, be a keynote speaker
  – meetings/lunch/coffee with citizens/businesses, MLA or others locally

• **Attend Conferences**
  – $22,200 budget (pooled) FCM, UBCM, LMLGA
  – Substitute events allowed

• **Other Conferences/Events/Job Training**
  – $15,000 Council Contingency
  – Advance approval required
Council Remuneration & Expenses

- Management Oversight and Internal Controls
  - Travel Advance Requests
    - Clerk review & approval
  - Travel Expense Reports
    - Finance staff review
    - CFO review & approval
  - Full receipts / no alcohol

- Reporting
  - Full Disclosure to the Public
  - Statutory filing each year
    - Council Expenses
    - Statement of Financial Information
  - Freedom of Information Act
Information Technology Services
Function

- IT Infrastructure
- Business Applications
- IT Projects
- End User Devices
- IT Helpdesk
Councillor Technology Package

- iPhone 8/8+/XR
  - Telus/Mobile Device Policy
- MS Surface Pro
  - Windows 10/Office 2016/Adobe Acrobat
- Devices
  - mobile devices are configured to automatically connect to District Wifi
  - mobile device management software installed on District devices
User Account Access

- User ID
  - Last name followed by first initial (e.g. John Smith would be smithj)
- Email ID
  - Last name followed by first initial @dnv.org (e.g. smithj@dnv.org)
  - Passwords processes and security
- Remote Access
  - webmail.dnv.org – Access to your District email
  - citrix.dnv.org – Access to your District email, Council dropbox, District Junction (DJ)
How to Contact IT Helpdesk

• In Person
  – District Hall, Bottom Floor, West side of building
• Email
  – Helpdesk Support (helpdesk@dnv.org)
• Phone
  – 604-990-2313 (Local 2313)
• Hours of Service
  – Monday to Friday 7:30am to 6:00pm
Administrative Services
Council Meetings

Requirements
• Quorum, notice, open to the public, minutes

Types
• Regular
  • Annual schedule, formal rules, agenda, debate time limits
• Special
  • *Ad hoc*, 24 hr notice or waive, specific business

Excluding the public
• May close all or part of a regular or special meeting, must publically state reasons (CC s. 90)
Council Meetings

- An agenda for every meeting
  - Available 4 pm preceding Wednesday
- Standard order of business
- Regular meeting simplified
- Staff reports
- Starting point for council
- Other
  - Council acts by resolution or bylaw
  - If present you must vote
Motions

One main motion on the floor at any one time

- Must be moved and seconded then is “on the floor”
- After debate must be “finally disposed of” by vote – adopted or defeated

Motion may be amended during debate

- Maximum 2 levels of amendment per main motion
  1. Main motion
  2. 1st Amendment (amendment to main motion)
  3. 2nd Amendment (amendment to the 1st amendment)
Speaking to an Agenda item

Timing
– 4 minute and 2 minute speaking times, 2 minutes for each amendment

How to speak
– Press “Request” button to speak a first time (4 minutes)
– When recognized push “Mic” button – red lights come on. When done push “Mic” button again to turn off.
– Repeat to speak second time (2 minutes)

Take note
– Do not push “Mic” button until recognized (2 chances, pressing more will lock you out)
– System resets after each item of business
Legal
Roles

*Community Charter*, Part 5, Division 1

Council Roles and Responsibilities

- 2 main roles from a legal perspective
  1. Maintain confidentiality
  2. Make decisions in the public interest
Responsibilities

• Have an Open Mind – “Amenable to persuasion”
• Avoid perception that one is motivated or influenced by an interest other than public interest
• Statutory conduct rules provide a procedural framework for avoiding such perceptions: Conflict of Interest; Disclosure Rules; Gifts; Inside and Outside Influences
Conflict of Interest

- What is a conflict
- Procedure for Recusing oneself
- Section 123(4)
- Consequences of participating when in conflict
- Statutory Exceptions
Other Conduct Rules

• Disclosure Requirements
• Gifts
• Inside/Outside Influence
• Use of Insider Information
• Disqualification
Some Specific Primers

• Public Hearing
• Indemnification
• Jurisdiction of Municipal Councils
Chief Administrative Officer
Governance
Misc. Governance Matters

- Role clarity
- Administrative matters
- Committees & Communications
- The Policy Framework
Questions?