



# 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 13<sup>th</sup>, 2018
- Employee ID

# Financial Services



# Council Remuneration

## 2018 – Nov. 5 to Dec. 31<sup>st</sup> - Prorated

- Mayor - \$104,005 annual
- Acting Mayor Pay - \$1,224 per month
- Councillor - \$41,602 annual
- 1/3 Salary Exemption from income tax
- Benefits Package – 50% covered by District

## 2019 – Full Year

- Mayor - \$122,777 annual
- Acting Mayor Pay - \$1,443 per month
- Councillor - \$49,111 annual
- No Exemption – Salary fully taxable
- Benefits Package – 100% covered by District

# 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](mailto:smithj@dnv.org))
  - Passwords processes and security
- Remote Access
  - [webmail.dnv.org](http://webmail.dnv.org) – Access to your District email
  - [citrix.dnv.org](http://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](mailto: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

**AGENDA**  
*REGULAR MEETING OF COUNCIL*

Monday, June 11, 2018  
7:00 p.m.  
Council Chamber, Municipal Hall  
355 West Queens Road,  
North Vancouver, BC

Council Members:  
Mayor Richard Walton  
Councillor Roger Bassam  
Councillor Mathew Bond  
Councillor Jim Hanson  
Councillor Robin Hicks  
Councillor Doug MacKay-Dunn  
Councillor Lisa Mun

 [www.dnv.org](http://www.dnv.org)

6. ADOPTION OF MINUTES

6.1. May 7, 2018 Regular Council Meeting p. 15-20  
Recommendation:  
THAT the minutes of the May 7, 2018 Regular Council meeting are adopted.

6.2. May 14, 2018 Regular Council Meeting p. 21-24  
Recommendation:  
THAT the minutes of the May 14, 2018 Regular Council meeting are adopted.

6.3. May 15, 2018 Public Hearing p. 25-50  
Recommendation:  
THAT the minutes of the May 15, 2018 Public Hearing meeting are received.

6.4. May 26, 2018 Public Hearing p. 51-57  
Recommendation:  
THAT the minutes of the May 26, 2018 Public Hearing meeting are received.

7. RELEASE OF CLOSED MEETING DECISIONS

8. COUNCIL WORKSHOP REPORT

9. REPORTS FROM COUNCIL OR STAFF

With the consent of Council, any member may request an item be added to the Consent Agenda to be approved without debate.  
If a member of the public signs up to speak to an item, it shall be excluded from the Consent Agenda.

Recommendation:  
THAT items \_\_\_\_\_ are included in the Consent Agenda and be approved without debate.

9.1. Youth in Film Program – Sustainability on Screen Film Camp p. 61-63  
File No. 10.5103.20066.000  
Recommendation:  
THAT the May 29, 2018 report of the Community Planner entitled Youth in Film Program – Sustainability on Screen Film Camp is received for information.

9.2. Youth Centre in Lynn Valley p. 65  
File No. \_\_\_\_\_  
Recommendation:  
THAT staff be directed to identify properties, opportunities and funding to create a youth centre in Lynn Valley.

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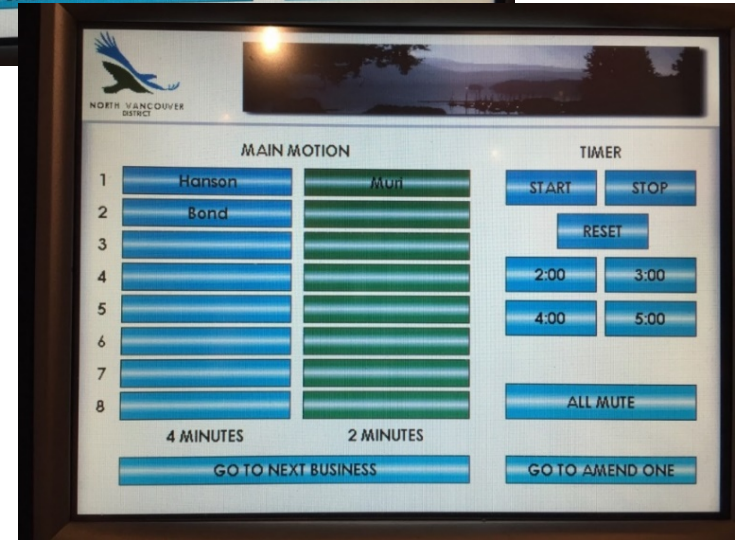
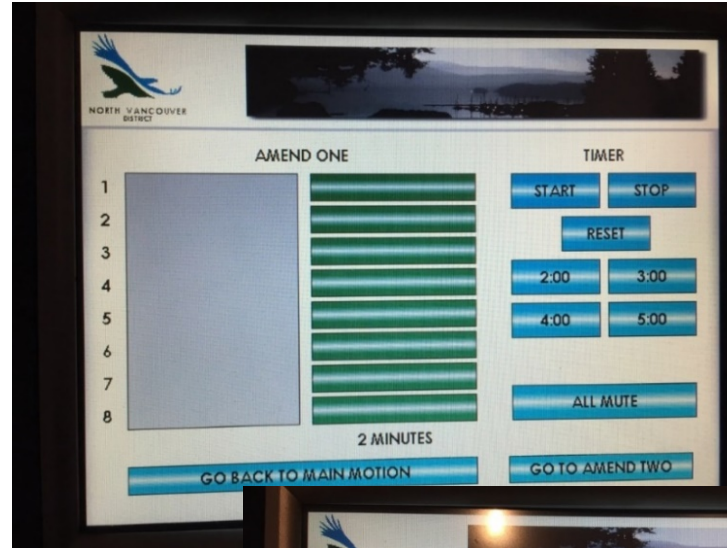
# Motions

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. 1<sup>st</sup> Amendment (amendment to main motion)
  3. 2<sup>nd</sup> Amendment (amendment to the 1<sup>st</sup> 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?