

**DISTRICT OF NORTH VANCOUVER  
COUNCIL WORKSHOP**

Minutes of the Council Workshop for the District of North Vancouver held at 5:07 p.m. on Tuesday, November 6, 2018 in the Committee Room of the District Hall, 355 West Queens Road, North Vancouver, British Columbia.

**Present:** Mayor M. Little  
Councillor J. Back  
Councillor M. Bond  
Councillor M. Curren  
Councillor B. Forbes  
Councillor J. Hanson

**Absent:** Councillor L. Muri

**Staff:** Mr. D. Stuart, Chief Administrative Officer  
Ms. C. Grant, General Manager – Corporate Services  
Mr. A. Wardell, Acting General Manager – Finance & Technology  
Mr. J. Gordon, Manager – Administrative Services  
Ms. S. Walker, Manager – Human Resources  
Ms. L. Brick, Deputy Municipal Clerk  
Mr. R. Parr, Municipal Solicitor  
Mr. B. Shad, Section Manager – IT Infrastructure & Client Services  
Ms. K. Charters-Gabaneck, Research & Communications Assistant

**1. ADOPTION OF THE AGENDA**

**1.1. November 6, 2018 Council Workshop Agenda**

No motion passed.

**2. ADOPTION OF MINUTES**

**2.1 September 25, 2018 Council Workshop**

No motion passed.

**3. REPORTS FROM COUNCIL OR STAFF**

**3.1. Nuts & Bolts Workshop**  
File No.

Presentations:

- a) Mr. David Stuart, Chief Administrative Officer, reviewed the Council schedule until the end of 2018. Mr. Stuart advised that individual meetings will be scheduled in December with Councillors and KPMG to determine Councillors priorities and develop a strategic plan for the term of Council.

- b) Ms. Saira Walker, Manager – Human Resources, provided an overview of the employee programs and policies which govern the organization. Ms. Walker reviewed the following policies:
- Respectful workplace policy;
  - Substance use;
  - Health and safety;
  - Hiring of relatives; and,
  - Conflict of interest.

Ms. Walker reviewed the benefit package available to Council including:

- Extended Health;
- Dental;
- MSP;
- Group Life; and,
- AD&D.

- c) Mr. Andy Wardell, Acting General Manager – Finance & Technology, reviewed the remuneration of Council members and compensation package that will come into effect on January 1, 2019.

Mr. Wardell discussed the Council Expense Policy and financial structure outlined in the policy for attendance at key annual conferences in addition to travel allowances and representation costs.

- d) Mr. Ben Shad, Section Manager – IT Infrastructure & Client Services, provided an overview of the services provided by the IT Department and key contact methods for support. Mr. Shad commented on the technology packages available for conducting Council business and support provided for maintaining and monitoring those devices as well as delivery of agenda methods.

- e) Mr. James Gordon, Manager – Administrative Services, provided an overview of Council meeting procedures, constitution of a meeting and closed meeting requirements.

Mr. Gordon reviewed the agenda process, the flow of meetings, Council Chamber technology and Council procedures. Mr. Gordon noted that Council acts either by resolution or bylaw.

- f) Mr. Richard Parr, Municipal Solicitor, provided an overview of the roles and responsibility of Councillors in relation to decisions of Council, maintaining confidentiality and conflict of interest.

Mr. Parr reviewed the statutory exemptions for conflict of interest such as community interest or interest that is insignificant or remote.

Rules of conduct which were discussed included:

- Disclosure requirements;
- Acceptance of gifts;
- Inside/outside influence;
- Use of insider information; and,

- Disqualification.

Mr. Parr reviewed procedural rules surrounding public hearings, indemnification and jurisdiction of municipal councils.

In summary Mr. Stuart advised that the District implements a one employee model and provides equal access to information to all members of Council. Future discussions will involve committee structure and appointments. He further noted that items for consideration will be provided as part of the strategic planning process.

Mr. Stuart reviewed the Code of Ethics and implications of the document.

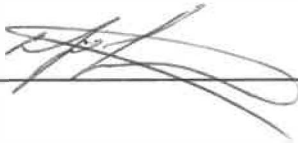
#### 4. ADJOURNMENT

**MOVED by Councillor HANSON**  
**SECONDED by Councillor BOND**

THAT the November 6, 2018 Council Workshop is adjourned.

**CARRIED**  
**(7:10 p.m.)**

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Mayor



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Municipal Clerk

