

# FRASER VALLEY REGIONAL DISTRICT



## INTERNAL AFFAIRS COMMITTEE

### OPEN MEETING AGENDA

Wednesday, April 24, 2019

11:00 am

FVRD Boardroom, 45950 Cheam Avenue, Chilliwack, BC

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Pages

1. CALL TO ORDER
2. ELECTION OF COMMITTEE CHAIR AND VICE CHAIR
3. APPROVAL OF AGENDA, ADDENDA AND LATE ITEMS

**MOTION FOR CONSIDERATION**

**THAT** the Agenda, Addenda and Late Items for the Internal Affairs Committee Open Meeting of April 24, 2019 be approved;

**AND THAT** all reports, correspondence and other information set to the Agenda be received for information.

4. MINUTES/MATTERS ARISING

4.1 **Internal Affairs Committee Open Meeting - September 18, 2018**

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**MOTION FOR CONSIDERATION**

**THAT** the Minutes of the Internal Affairs Committee of September 18, 2018 be adopted.

5. RESOLUTION TO CLOSE MEETING

**MOTION FOR CONSIDERATION**

**THAT** the meeting be closed to the public, except for Senior Staff and the Executive Assistant for the purpose of receiving and adopting Closed Meeting Minutes convened in accordance to Section 90 of the *Community Charter* and to consider matters pursuant to:

- Section 90(1)(a) of the *Community Charter* - personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the Regional district or another position appointed by the Regional District;

- Section 90(1)(c) of the *Community Charter* - labour relations or other employee relations; and
- Section 90(1)(g) of the *Community Charter* - litigation or potential litigation affecting the Regional District.

## **R E C E S S**

6. **RISE AND REPORT**

7. **ADJOURNMENT**

### **MOTION FOR CONSIDERATION**

**THAT** the Internal Affairs Committee Open Meeting of April 24, 2019 be adjourned.

**FRASER VALLEY REGIONAL DISTRICT**  
**INTERNAL AFFAIRS COMMITTEE**  
**OPEN MEETING MINUTES**

Tuesday, September 18, 2018  
1:00 pm  
Kingston Meeting Room  
4th Floor, 45950 Cheam Avenue, Chilliwack, BC

Members Present: Director Jason Lum, City of Chilliwack, Chair  
Director Kelly Chahal, City of Abbotsford  
Director Bill Dickey, Electoral Area D  
Director Wilfried Vicktor, District of Hope

Staff Present: Paul Gipps, Chief Administrator Officer  
Suzanne Gresham, Director of Corporate Initiatives  
Maggie Mazurkewich, Executive Assistant  
Amanda Molloy, Recording Secretary

**1. CALL TO ORDER**

The open meeting was called to order at 1:01pm.

**2. APPROVAL OF AGENDA, ADDENDA AND LATE ITEMS**

Moved By: VICKTOR

Seconded By: CHAHAL

**THAT** the Agenda, Addenda and Late Items for the Internal Affairs Committee Open Meeting of September 18, 2018 be approved;

**AND THAT** all reports, correspondence and other information set to the Agenda be received for information.

**Carried**

**3. APPROVAL OF MINUTES /MATTERS ARISING**

**3.1 Open Internal Affairs Committee Meeting Minutes - June 26, 2018**

Moved By: CHAHAL

Seconded By: VICKTOR

**THAT** the Minutes of the Internal Affairs Committee Open Meeting of June 26, 2018 be adopted.

**Carried**

**4. NEW BUSINESS**

**4.1 Draft FVRD Code of Responsible Conduct**

Moved By: VICKTOR

Seconded By: CHAHAL

**THAT** the Fraser Valley Regional District Board of Directors endorse and adopt the draft FVRD Code of Responsible Conduct;

**AND THAT** this item be included in the post-election FVRD Board Orientation and circulated to all in-coming FVRD Board Members, Alternate Directors, Committee Members and Board Appointees.

**Carried**

Mr. Gipps reported out on the outcome of the morning workshop and panel discussion at UBCM with respect to responsible conduct initiatives across the province. He participated on the panel along with Mayor Lyn Hall of the City of Prince George and Ministry staff. The focus of the panel discussion was to encourage discussion around the benefits and challenges of implementing a Code of Responsible Conduct in the Local

Government context. He noted that the presentation was well received and that there appeared to be strong support for local governments to have a Code of Responsible Conduct in place for the purpose of setting expectations around ethical and responsible conduct of elected officials. He also reported out on the on-going work of the *Joint Working Group on Responsible Conduct* now that the *Model Code of Responsible Conduct* that they have been working on has been released. Next steps in this regard will focus on enforcement, sanctions and penalties given the general sentiment that a Code of Responsible Conduct must have “teeth” in order for it to be meaningful. The question of who will have oversight over the investigatory process is a main focus of the Working Group going forward as the next phase of their work. A future phase will address the issue of identifying appropriate sanctions and penalties for contraventions of a Code of Responsible Conduct. It was noted that while the *Model Code of Responsible Conduct* developed by the Working Group is intended to be a framework document for use by respective local governments, it is meant to be flexible and adaptable. It was also noted that the question of whether provisions around responsible conduct will be legislated is still unclear but certainly a possibility.

Discussion followed and staff confirmed that the Draft *FVRD Code of Responsible Conduct* is modeled after the Working Group’s *Model Code of Responsible Conduct*. It was noted that the FVRD document is intended to be iterative and adaptable and that at present it does not include provisions with respect to enforcement, sanctions and penalties, rather it focuses on expectations with respect to the responsible conduct of Board Members, Alternate Board Members, FVRD Committee Members and FVRD Board Appointees.

Committee Members also discussed what enforcement might look like in the future, and how respective Municipal Codes of Responsible Conduct might be aligned with the *FVRD Code of Responsible Conduct*. The hope was also expressed that the Board would never have to invoke the Code against one of its own members.

After discussion, Committee Members unanimously recommended the draft *FVRD Code of Responsible Conduct* to the Board for endorsement at

the September 2018 Board Meeting and in anticipation of post-election Board orientation.

**4.2 DRAFT FVRD Board Policy - Assignment of Corporate Email Addresses to FVRD Board Members and Alternate Directors**

Moved By: VICKTOR

Seconded By: LUM

**THAT** the Fraser Valley Regional District Board of Directors endorse and adopt the draft FVRD Board Policy - Assignment of Corporate Email Addresses to FVRD Board Members and Alternate Directors;

**AND THAT** this item be included in the post-election FVRD Board Orientation and circulated to all incoming FVRD Board Members and Alternate Directors.

**Carried**

Ms. Gresham presented the draft policy to the Committee, and noted that the policy had been previously supported by the FVRD Board in principle. The policy is based upon based on privacy, confidentiality and data security considerations, and as compliance measure and best practice in accordance with the *Freedom of Information and Protection of Privacy Act*. It was noted that the proposed policy expressly disallows the use of personal email by Board Members and Alternates when conducting FVRD business.

Discussion ensued regarding email account management for Directors with more than one corporate email, specifically Municipal Directors that already have existing email accounts with their respective municipality and how this practice might be able to continue under the proposed policy. It was noted that despite the convenience of this, from a best practices perspective, Municipal Directors should keep their municipal business separate from their FVRD business so as to mitigate data security considerations.

Discussion also ensued regarding the need for a “companion” Social Media Policy and it was noted that the development of this policy will be included in the 2019 work plan, along with some other related polices.

#### **4.3 Proposed FVRD Board Policy - Alternate Director Remuneration**

Moved By: VICKTOR

Seconded By: CHAHAL

**THAT** the proposed FVRD Board Policy with respect to Alternate Director Remuneration be deferred until 2019 and once the UBCM Ad-Hoc Committee on Alternate "Unelected" Electoral Area Directors has completed its work.

**Carried**

Mr. Gipps reported that he was asked to participate on the UBCM Ad-Hoc Committee on Alternate "Unelected" Electoral Area Directors, and the committee is currently looking at developing standards and policies around the appointment of Alternate Directors by an Electoral Area Director. This work could have an impact on how to set appropriate remuneration rates for Alternate Electoral Area Directors [in particular]. As such, staff feel that it is premature to bring a policy forward at this time.

Discussion ensued regarding the current Board Remuneration Policy for Board Directors and Alternates and statutory requirements around attendance at Board Meetings and associated disqualification provisions.

Mr. Gipps noted that staff will review the current Board Remuneration policy in the 2019 work plan in the context of the work being done by the UBCM Ad-hoc Committee and will bring forward recommendations to the Committee in due course.

#### **4.4 Proposed FVRD Board Policy - Provision of Closed Board and Committee Agendas and Minutes to Alternate Directors**

Moved By: CHAHAL

Seconded By: LUM

**THAT** the proposed FVRD Board Policy with respect to the provision of Closed Board and Committee Agendas and Minutes to Alternate Directors be deferred until 2019 and once internal survey is completed and results analyzed and presented to the Internal Affairs Committee.

**Carried**

Referring to survey results compiled to date, Mr. Gipps noted that staff would like more time to gather and collate information regarding the distribution of closed agendas and minutes to Alternate Directors and suggest that this issue be deferred and included in the 2019 IAC Work Plan.

It was noted that staff are currently collecting feedback from other Regional Districts through a survey, and that those results along with any recommendations from the UBCM Ad-Hoc committee will be taken into consideration when developing the draft policy.

**5. LATE ITEMS**

None.

**6. CONFIRM NEXT MEETING DATE**

The Committee will meet in early 2019.

**7. ADJOURNMENT**

Moved By: VICKTOR

Seconded By: LUM

**THAT** the Internal Affairs Committee Open Meeting of September 18, 2018 be adjourned.



**Carried**

The open meeting adjourned at 1:30pm.

**MINUTES CERTIFIED CORRECT:**

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**Director Bill Dickey, Chair**

DRAFT