



## 2018 INTERNAL AFFAIRS COMMITTEE WORKPLAN

[As at June 20, 2018]

INITIATIVE	STATUS	TARGET TIMELINES
Develop <i>Draft Code of Responsible and Ethical Conduct for FVRD Board Members</i>	<p>Staff compiling existing Codes of Conduct from BC local governments with the objective of undertaking a side by side analysis</p> <p>Staff to prepare <i>Draft Code of Responsible and Ethical Conduct for FVRD Board Members</i> for consideration by IAC</p> <p>Staff to monitor UBCM's development of conduct guidance materials and Model Code of Conduct further to outcome of 2017 UBCM Convention</p>	<p>Staff to submit Draft to IAC for consideration in 2<sup>nd</sup> Quarter 2018</p> <p>Staff to incorporate IAC's feedback into Draft</p> <p>IAC to recommend to the FVRD Board by end of 2<sup>nd</sup> Quarter/early third quarter 2018</p> <p><b>ON TARGET</b></p>
Develop Draft Board Policy which addresses the requirement for all Board Directors and Alternate Directors to be assigned a corporate email address for purposes of conducting FVRD business	Staff to prepare Draft Board Policy for IAC's consideration	<p>Staff to submit Draft Board Policy to IAC not later than August 2018 in anticipation of 2018 general local election</p> <p>IAC to recommend to the FVRD Board not later than September 2018 Board Meeting</p> <p><b>ON TARGET</b></p>

INITIATIVE	STATUS	TARGET TIMELINES
Develop Draft Board Policy which addresses: 1] Alternate Electoral Area Director Remuneration where an Alternate Electoral Area Directors acts on behalf of an Electoral Area Director for an extended period of time; and 2] per meeting stipend of Alternate Municipal or Electoral Area Directors	Staff to prepare Draft Board Policy for IAC's consideration	<p>Staff to submit Draft Board Policy to IAC by early third quarter</p> <p>IAC to recommend Draft Board Policy to Board at September 2018 Board Meeting</p> <p><b>REVISED TARGETS</b></p>
Develop Draft Board Policy which addresses: 1] the provision of Closed Meeting Agendas and Minutes to Alternate Directors; and 2] attendance at Closed meetings when not acting on behalf of a Board member	Staff to prepare Draft Board Policy for IAC's consideration	<p>Staff to submit Draft Board Policy to IAC by early 3<sup>rd</sup> Quarter</p> <p>IAC to recommend Draft Board Policy to Board at September 2018 Board Meeting</p> <p><b>REVISED TARGETS</b></p>
New Directors' On-Boarding and Orientation	Reference December 20, 2017 IAC Closed Meeting Minutes, Item 4.6	Completed unless the IAC wishes to provide further input