



Council Orientation

November 13, 2018



Agenda

1. Roles & Responsibilities
2. Corporate Office
3. Communications
4. 2019 Budget

Roles & Responsibilities

BC Community Charter:

Responsibilities of council members

115 Every council member has the following responsibilities:

- a) to consider the well-being and *interests of the municipality and its community*;
- b) to contribute to the *development and evaluation of the policies and programs* of the municipality respecting its services and other activities;
- c) to participate in council meetings, committee meetings and meetings of other bodies to which the member is appointed;
- d) to carry out other duties assigned by the council;
- e) to carry out other duties assigned under this or any other Act.

Roles & Responsibilities

BC Community Charter:

Responsibilities of mayor

- 116** (1) The mayor is the head and chief executive officer of the municipality.
- (2) In addition to the mayor's responsibilities as a member of council, the mayor has the following responsibilities:
- a) to ***provide leadership to the council***, including by recommending bylaws, resolutions and other measures that, in the mayor's opinion, may assist the peace, order and good government of the municipality;
 - b) to ***communicate*** information to the council;
 - c) to preside at council meetings when in attendance;
 - d) to provide, on behalf of the council, ***general direction to municipal officers respecting implementation of municipal policies, programs and other directions of the council***;
 - e) to establish standing committees in accordance with section 141;
 - f) to suspend municipal officers and employees in accordance with section 151;
 - g) to ***reflect the will of council*** and to carry out other duties on behalf of the council;
 - h) to carry out other duties assigned under this or any other Act.

Roles & Responsibilities

BC Community Charter:

Duty to respect confidentiality

- 117** (1) A council member or former council member must, unless specifically authorized otherwise by council,
- (a) ***keep in confidence any record held in confidence by the municipality, until the record is released to the public*** as lawfully authorized or required, and
 - (b) ***keep in confidence information considered in any part of a council meeting or council committee meeting that was lawfully closed to the public***, until the council or committee discusses the information at a meeting that is open to the public or releases the information to the public.
- (2) If the municipality suffers loss or damage because a person contravenes subsection (1) and the contravention was not inadvertent, the ***municipality may recover damages*** from the person for the loss or damage.

Appointment of Officers



Appointment of Officers

BC Community Charter:

Chief administrative officer

147 A bylaw under section 146 may establish the position of chief administrative officer of the municipality, whose powers, duties and functions include the following:

- (a) *overall management of the operations*** of the municipality;
- (b) ensuring that the policies, programs and other ***directions of the council are implemented***;
- (c) *advising and informing the council*** on the operation and affairs of the municipality.

Appointment of Officers

BC Community Charter:

Corporate officer

- 148** One of the municipal officer positions must be assigned the responsibility of corporate administration, which includes the following powers, duties and functions:
- a) ensuring that ***accurate minutes of the meetings*** of the council and council committees are prepared and that the minutes, bylaws and other records of the business of the council and council committees are ***maintained and kept safe***;
 - b) ensuring that ***access is provided to records*** of the council and council committees, as required by law or authorized by the council;
 - c) administering oaths and taking affirmations, affidavits and declarations required to be taken under this Act or any other Act relating to municipalities;
 - d) certifying copies of bylaws and other documents, as required or requested;
 - e) accepting, on behalf of the council or municipality, notices and documents that are required or permitted to be given to, served on, filed with or otherwise provided to the council or municipality;
 - f) keeping the corporate seal, if any, and having it affixed to documents as required.

Appointment of Officers

BC Community Charter:

Financial officer

- 149** One of the municipal officer positions must be assigned the responsibility of financial administration, which includes the following powers, duties and functions:
- a) *receiving all money* paid to the municipality;
 - b) ensuring the *keeping of all funds* and securities of the municipality;
 - c) *investing municipal funds*, until required, in authorized investments;
 - d) *expending municipal money* in the manner authorized by the council;
 - e) ensuring that *accurate records* and full accounts of the financial affairs of the municipality are prepared, maintained and kept safe;
 - f) exercising control and supervision over all other financial affairs of the municipality.



Roles & Responsibilities

BC Community Charter:

Prohibition against interfering with municipal officers and employees

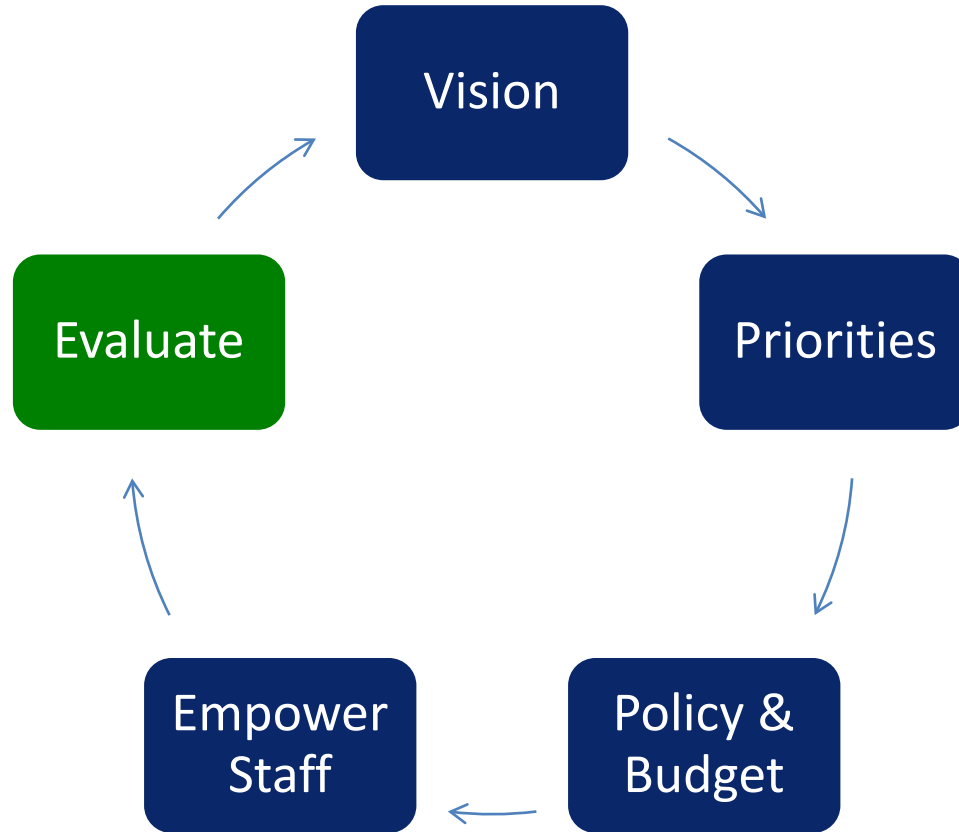
153 A person must not interfere with, hinder or obstruct a municipal officer or employee in the exercise or performance of his or her powers, duties or functions.



Council's Roles & Responsibilities



Council's Roles & Responsibilities



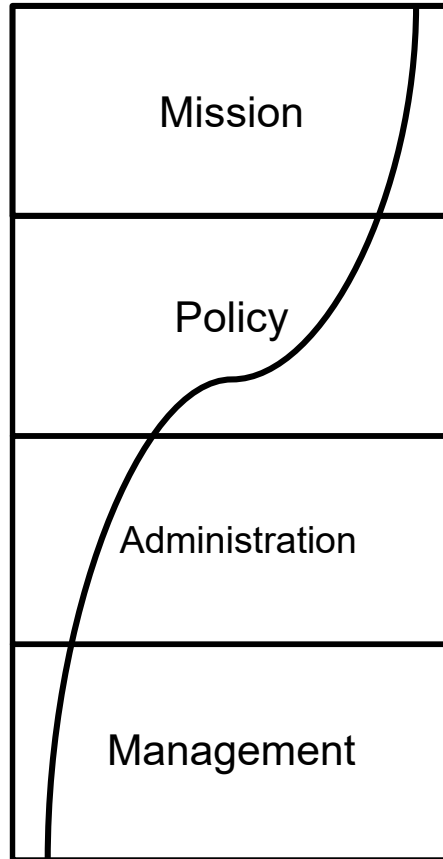
Senior Staff's Role





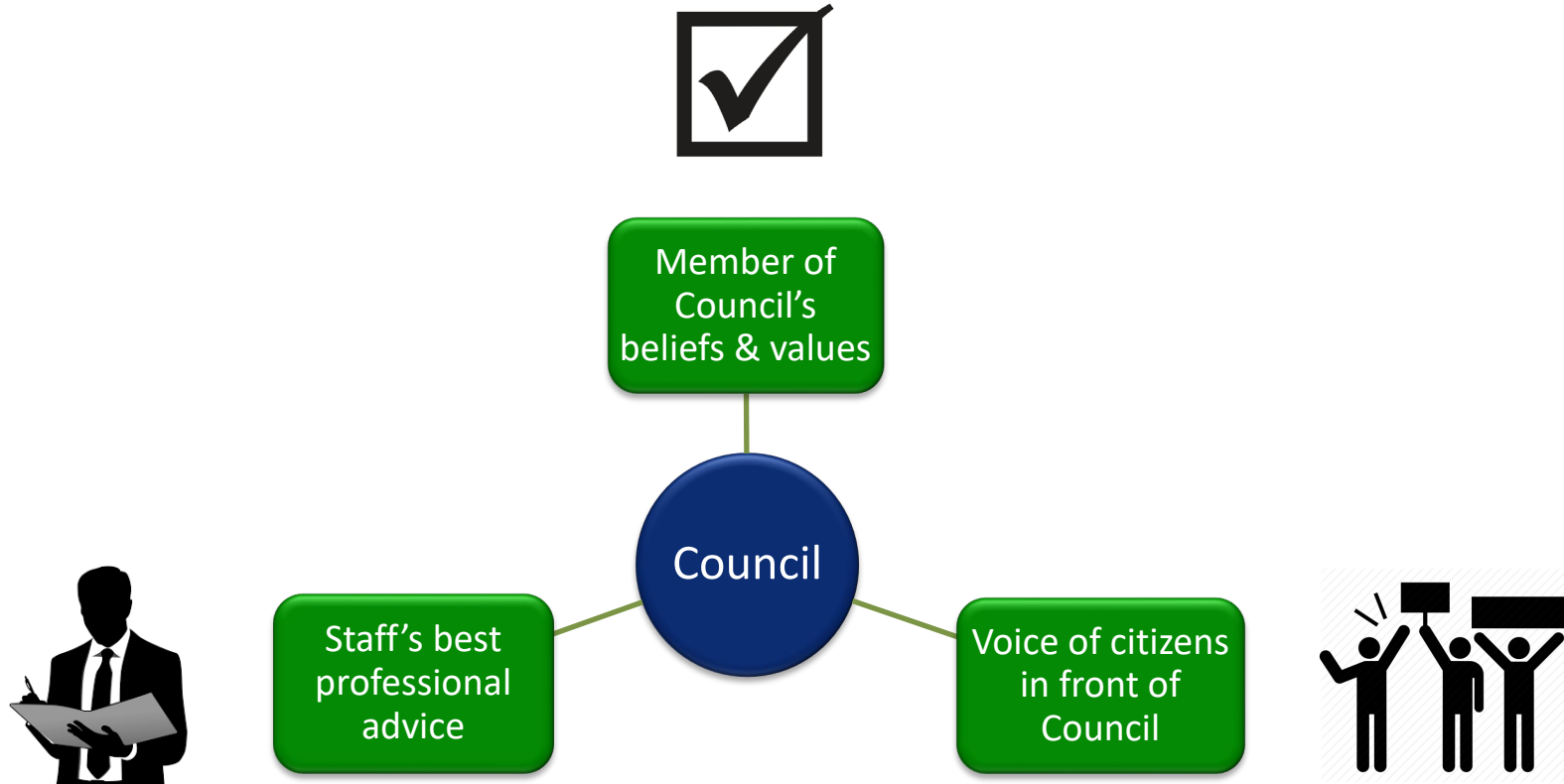
Council & Senior Staff

Council



Senior Staff

Council Decision Making

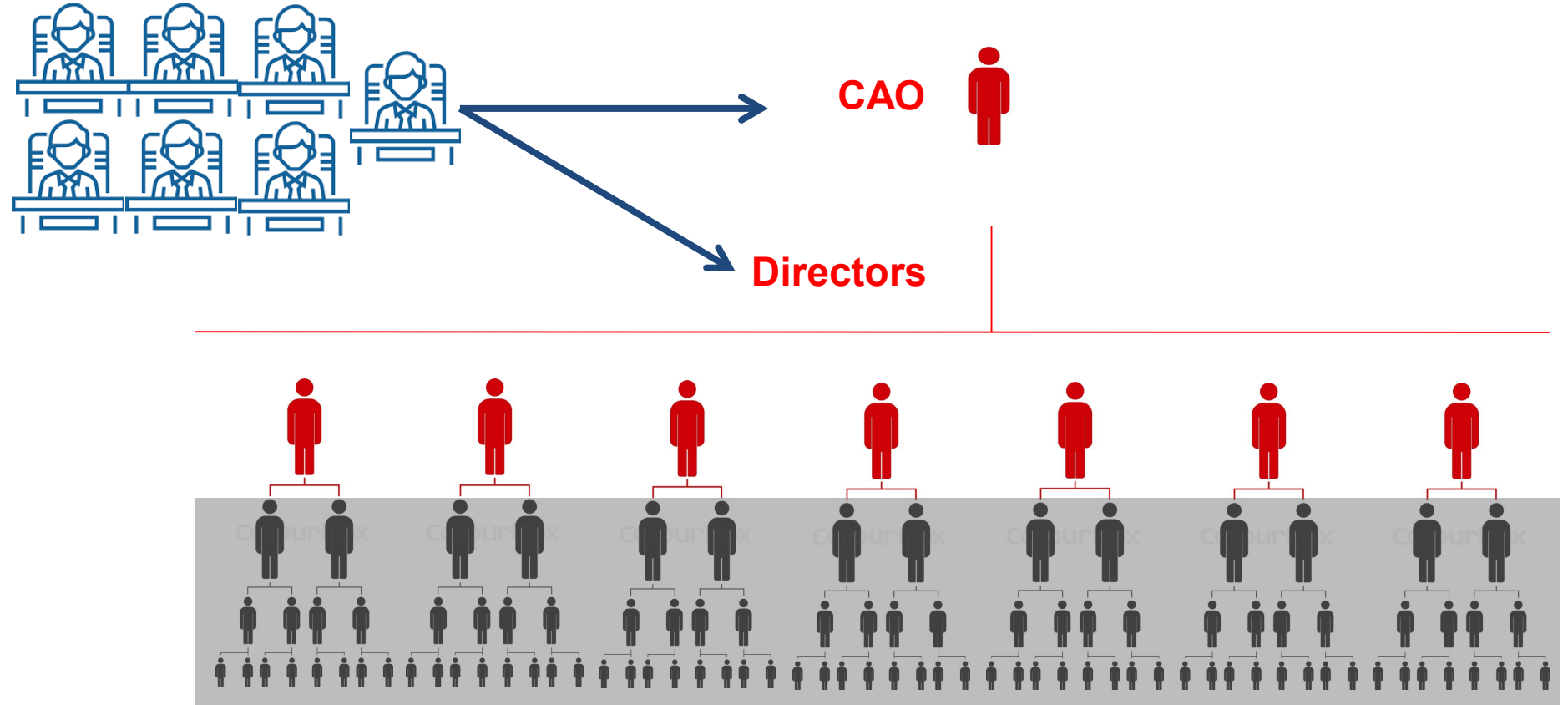




Different Opinions Are Normal

- Council & senior staff: partnership to run city
- Respectful relationship = most productive work environment
- Be hard on issues, not people
- Beliefs & values strengthened by respectful discourse
- Advocate for an issue, but unify behind Council after decision

Council Requests



Questions





Corporate Office

November 13, 2018

Corporate Officer



Council support:

- ✓ Legislation interpretation
- ✓ Procedure
- ✓ Motions
- ✓ Research/previous decisions



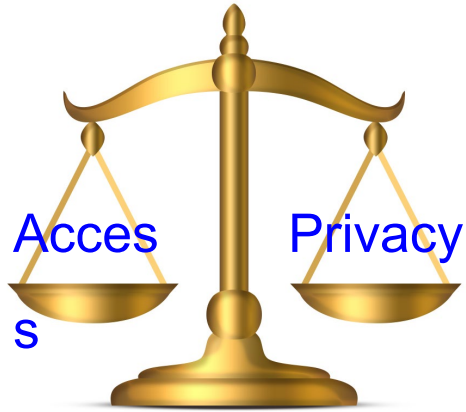
Neutral & balanced:

- ✓ Procedure
- ✓ Privacy vs transparency/disclosure
- ✓ Solutions

Governing Legislation

- Community Charter & Local Government Act
- Duty to respect confidentiality
 - Records & any part of closed meeting
- Restriction on accepting gifts
- Conflict of Interest:
 - Must declare right away
 - Must say why
 - Must leave the room
 - Implications...

Freedom of Information & Protection of Privacy Act

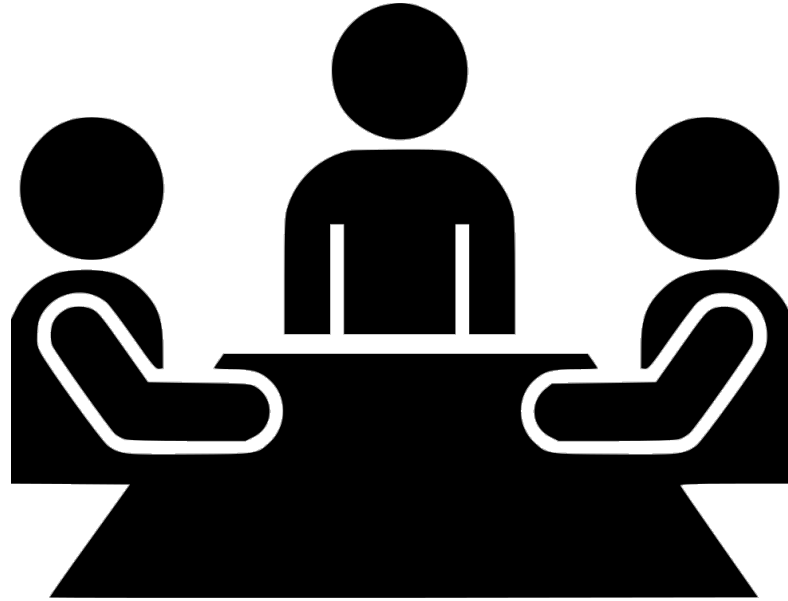


- Balancing act → interests, advocacy
- Constantly evolving legislation
- All aspects of “handling” information
- Individual review
- Err on caution → Appeal

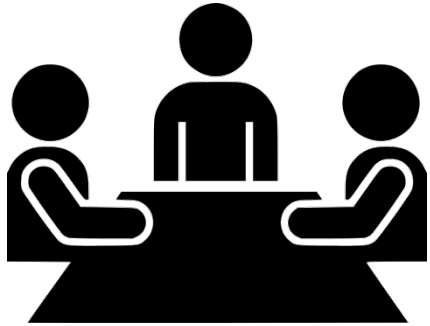
Implications for Council

- Sole decision of Corporate Office
- Records, emails, texts (City business)

Council Meetings



Council Meetings



Committee of Council

- 1st four Tuesdays / month
- 2:00 p.m.

Regular Meeting of Council

- 2nd & 4th Tuesdays / month
- 6:00 p.m. - follow Public Hearing

Closed Meetings

- Council or Committee
- Confidential info
- Info and/or motions **ONLY** released via motion

Council Meetings

1st & 3rd Tuesdays

2 pm Closed Committee*
Open Committee*

5 pm Public Input (Land Issues)

Dinner (if needed)

Committee (if needed)

2nd & 4th Tuesdays

2 pm Closed Council*
Closed Committee*
Open Committee*

5:15 pm Dinner

5:30 pm Protocol items

6 pm Public Hearing
Council

* Time specifics

Meeting Procedure



Voting in BC Local Government

- Must be in room
- Remote access permitted (2)
- May NOT abstain from voting
- No vote indication = ✓

Public Hearings

Public Hearings

- Required by legislation (held as needed)
- 6:00 p.m. - prior to Council Meeting
- Not considered a Council meeting
- No attendance requirement
- May ask questions, but no debate or voting

Other Meetings

Board of Variance

- Appeal body – 5 appointed public members
- Council & staff ineligible
- No compensation permitted
- Decides on variances to City Zoning Bylaw
- Functions independently from Council (authority - LGA)

Metro Vancouver Regional District Board

- Regional services Board → 21 municipalities
- PoCo - Appoint Director
- Councillors may be appointed to Metro Committees

Meeting Agendas



- Agendas published → End of day Thursday
- Downloaded via ipad
- ipad allows for annotation
- Individual support - Corporate Office
- Occasionally confidential reports & late items via email

Meeting Procedure



Role of the Chair

- Meet w/ CAO in advance of meeting
- Ensures meetings start on time
- Directs the course of meeting
- Ensures all speakers are recognized
- Ensures procedural fairness
- Clearly communicates procedure
- Calls out the vote

When acting for Chair

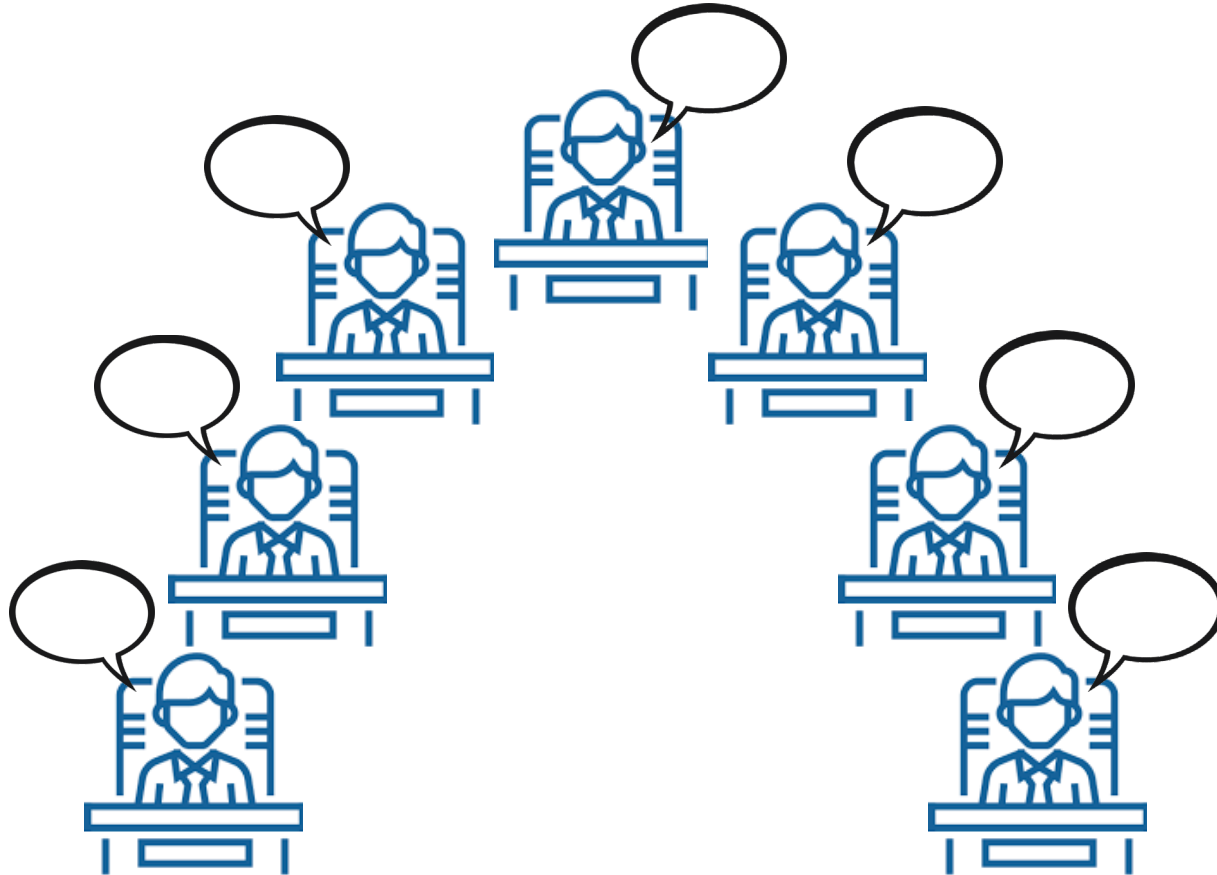
- Assume all Chair duties

Meeting Safety Procedure



- Chair calls disruptive person Out of Order
- If aggressive person continues:
 - Chair calls recess
 - Council retires to Mayor's Office
 - Corp. Officer will deal with individual
 - Council will be informed when safe to return

Council Designates





DOES
ANYONE
KNOW
WHERE WE
KEEP THE
UNWRITTEN
RULES?

Meeting Procedure



Why Procedural Fairness Matters

- ✓ Insulates against legal challenges
- ✓ Communicates fairness to public
- ✓ Good procedure facilitates understanding
- ✓ Ensures all points of view are heard
- ✓ Good habits: Committee → Council

Meeting Procedure

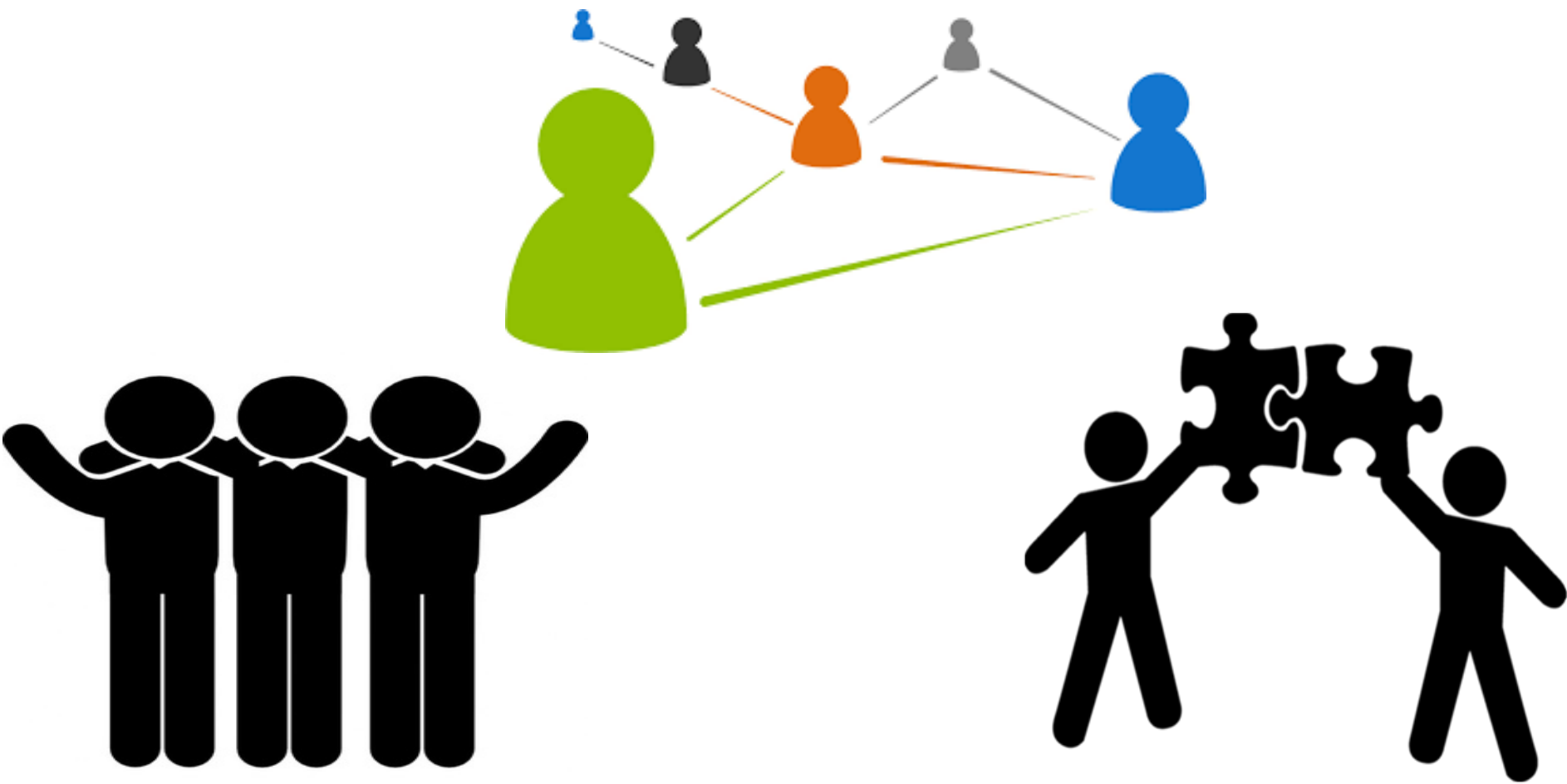
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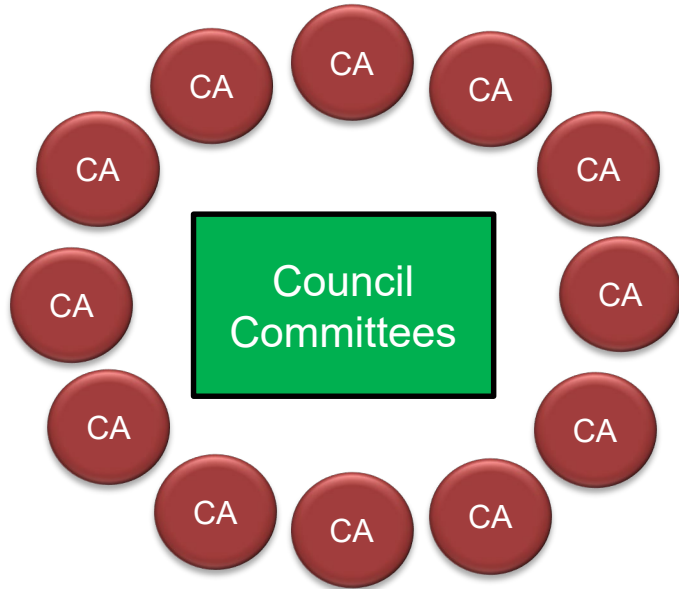
- ✓ Voting versus unanimous consent

Public Engagement

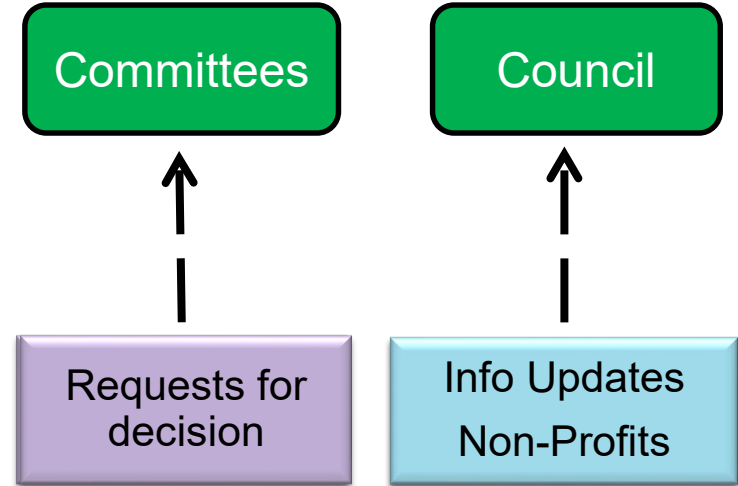


Public Engagement

Citizen Advisors

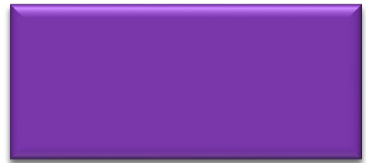


Delegations



Public Engagement

Committee of Council



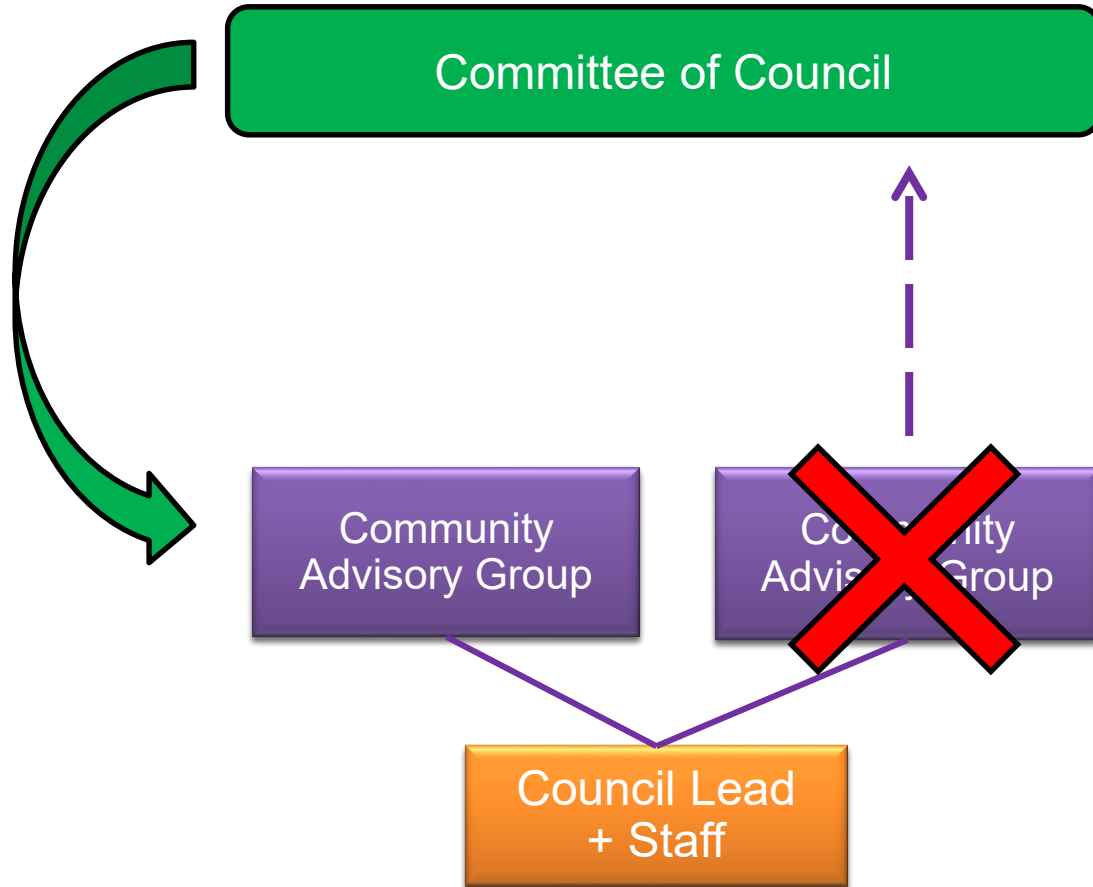
Community Roundtables



City Roundtables

- Ongoing
- Chair – Staff
- Public members
- **Dialogue**

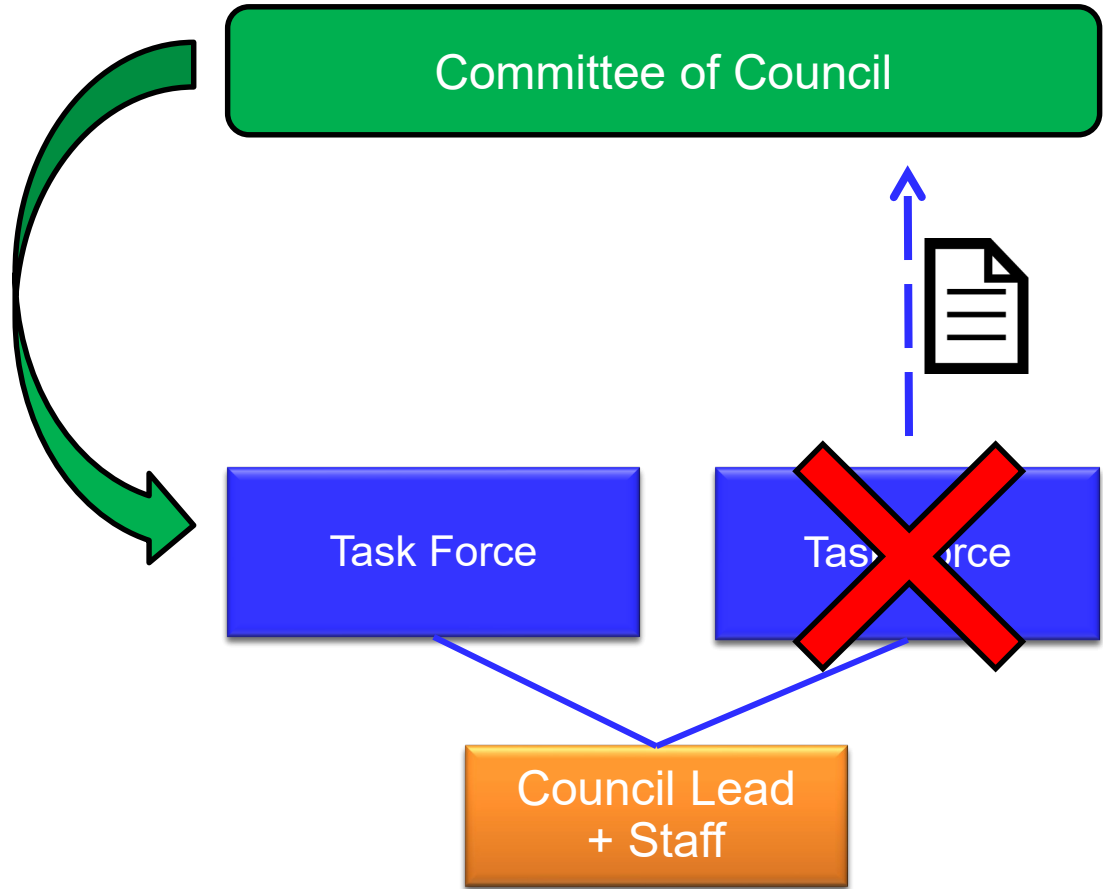
Community Advisory Groups



Advisory Groups

- Short term/Project life
- Chair - Councillor
- Public members
- Staff support
- **Recommendations**

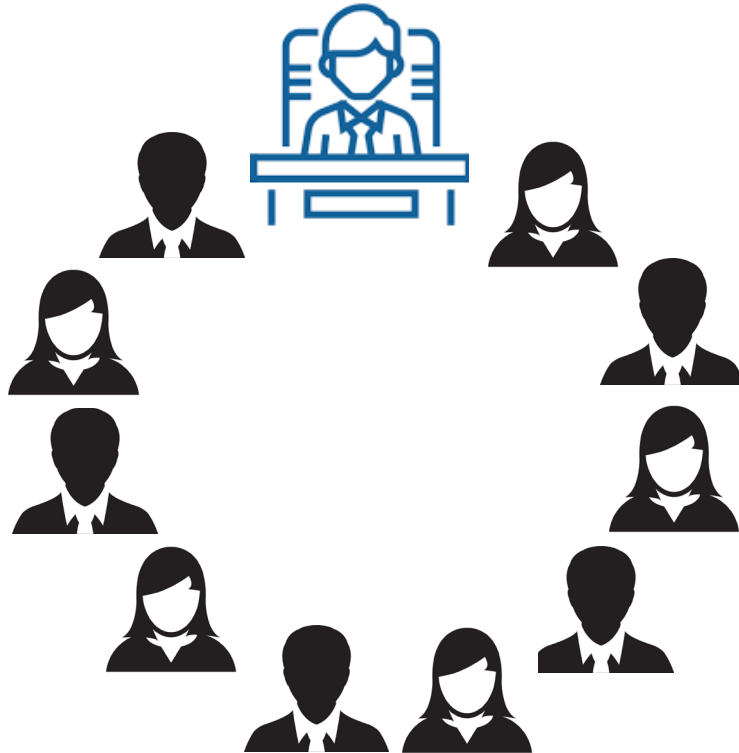
Council Task Force



Council Task Force

- Agendas/minutes
- Long term/Project Life
- Chair - Councillor
- Public members
- Staff support
- **Final report**

Mayor's Citizen Advisory Roundtable



Mayor's Roundtable

- Quarterly
- Mayor chair
- Public members
- **Input**

Public Speakers

Committee of Council



Requests for
decision

Council



Info Updates
Non-Profits

Speaking at Committee

Committee of Council



[Nov 13, 2018 - Speakers List](#)

Item #4.3:

- Bill Karr, Mary Elefton

Item #6.2

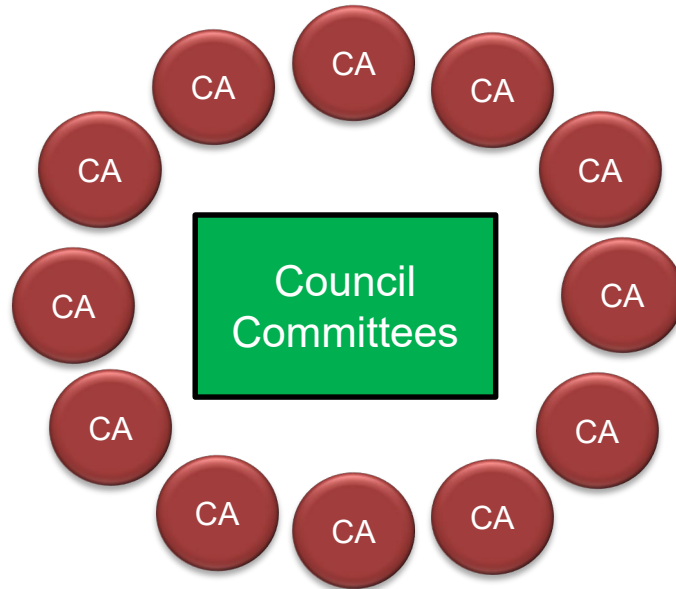
- John Staten

Item #6.4

- Mary Williams

Public Engagement

Citizen Advisors



Public Engagement

Committee of Council

Roundtable

Ongoing

Dialogue

Community
Advisory Group

Topic

Recommendations

Task Force

Topic

Final report



Committee

Input

Mayor's Citizen
Advisory
Roundtable

Quarterly

Input

Council Designates

Councillor Darling

Community Safety (Bylaw Enforcement, Fire, RCMP, Emergency Preparedness)

Councillor Dupont

Environment & Climate Action, Parks

Councillor McCurrach

Arts, Culture & Heritage

Councillor Penner

Public Works & Transportation

Councillor Pollock

Housing, Sports & Recreation

Councillor Washington

Budget & Finance, Vice-Chair Committee of Council

Mayor West

Development, Downtown, Planning, Economic Development

External Committee/Board Appointments

- Metro Vancouver – Mayor West (Alt Penner)
- Translink Mayor's Council – Mayor West (Alt Washington)
- PoCo Community Foundation – Pollock
- Fraser Valley Regional Library – McCurrach
- Fraser Health Muni Gov Advisory – Pollock
- School District #43 Liaison – Darling
- Tri-Cities Healthy Communities Partnership – Pollock
- Coquitlam Watershed Roundtable – Dupont
- PoCo Arts – McCurrach

External Committee/Board Appointments

- Tri-Cities Child Care Task Force -
- Tri-Cities Homeless & Housing Task Force –
- Tri-Cities Pan Handling Group -
- Various Metro Van Committees -

Potential

- PoCo Heritage Society – [McCurrach](#)
- Sports Alliance – [Pollock](#)
- Downtown Business Improvement Association -

Questions





Communications

November 13, 2018

Responding to Public Inquiries

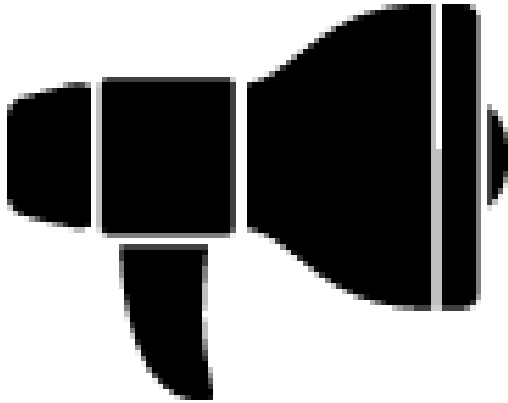
**You've
Got
Mail!**



- Inquiry to Mayor acknowledged
- EA assign to staff for response
- Response approved by Mayor
- Mayor responds on behalf of Council within 5-10 business days
- Council copied on response - Request Council not directly respond
- Mayor doesn't debate – refer to staff



Media Relations



- Media play key role in getting info out
- Inquiry sent to Comms Manager
- Comms Manager follows up with reporter and coordinates response.
- Mayor is primary spokesperson on Council matters
- Council and staff sent response.
- Issue media releases on key topics.

Social Media Guidelines



- City channels managed by Comms.
- Monitor discussions. Respond if inaccurate but don't debate.
- Council share City posts ✓
- Council responsible for own accts
- Use caution during public hearing
- Emergency communications – City official source

Questions



2019 Budget Schedule

Budget Development
Nov - Jan

Budget Review
Jan - Feb

Deliberations
Feb - Mar

Public Consultation
Mar - Apr

Budget
Requests



NOV

Utility
Budgets



DEC

Binders
Issued



JAN

Start
Deliberations



FEB

2020
Priorities



MAR

Public
Consultation



APR

Financial
Plan



MAY

Council Priorities

1. Infrastructure
2. Community Recreation Complex
3. Livable Community
 - Housing options review
 - External festivals committee
 - Update GHG emission reduction targets & policies

Key Dates

- Nov 29 – Budget requests due
- Dec 11 – Draft utility budget presented
- Jan 28 – Budget binders issued
- Feb 19 – Budget Q&A and voting
- Feb 20 – Budget voting cont'd
- May 7 – Financial plan readings

Base Budget

	2018	2019	% Change
General Taxation	\$ 63,900,000	\$ 65,900,000	3.10%
Water Levy	11,500,000	12,000,000	4.30%
Sewer Levy	8,600,000	8,900,000	3.50%
Solid Waste Levy	2,700,000	3,000,000	11.00%
Single Family Home	\$ 3,390	\$ 3,519	3.82%

Budget Drivers

Labour

Long Term Infrastructure Levy

Community Rec Complex Levy

Metro Vancouver Water & Sewer

Orgaworld Organics Disposal

Minimal Growth

Questions

