AGENDA

CORPORATE ADMINISTRATION COMMITTEE
Regular Meeting

Tuesday, May 13, 2008
12:00 noon

2nd Floor Cafeteria East Meeting Room
4330 Kingsway, Burnaby, British Columbia

Please advise Barb Davison at (604) 432-6214 if you are unable to attend.

Chair, Director Don MacLean, Pitt Meadows
Vice Chair, Director Joe Trasolini, Port Moody
Director Ralph Drew, Belcarra
Director Pamela Goldsmith-Jones, West Vancouver
Director Barbara Steele, Surrey
May 5, 2008

NOTICE TO THE GVRD CORPORATE ADMINISTRATION COMMITTEE

You are requested to attend a Regular Meeting of the GVRD Corporate Administration Committee to be held at 12:00 noon on Tuesday, May 13, 2008 in the 2nd Floor Cafeteria East meeting room, 4330 Kingsway, Burnaby, British Columbia.

AGENDA

1. ADOPTION OF THE AGENDA

1.1 May 13, 2008 Regular Meeting Agenda

Staff Recommendation:
That the Corporate Administration Committee adopt the agenda for its regular meeting scheduled for May 13, 2008 as circulated.

2. ADOPTION OF THE MINUTES

No previous minutes.

3. DELEGATIONS

No items presented.

4. INVITED PRESENTATIONS

No items presented.

5. REPORTS FROM COMMITTEE OR STAFF

5.1 Terms of Reference

Designated Speaker: Delia Laglagaron, Deputy Chief Administrative Officer

Recommendation:
That the Corporate Administration Committee adopts the Terms of Reference for the Committee.

5.2 Request from the Regional Administrative Advisory Committee (RAAC)

Designated Speaker: Jake Rudolph, Chair of RAAC

5.3 Utility Energy Recovery and GHG Reduction Opportunities

Presentation: Fred Nenninger, Division Manager, Policy & Planning Department

Recommendation:
That the Corporate Administration Committee consider the opportunities for energy recovery and GHG emission reductions from Metro Vancouver utilities and direct staff to report further on resource requirements to initiate projects.
5.4  **Information Management and Archival Materials**

*Designated Speaker: Mayor Ralph Drew, Belcarra*

**Recommendation:**
That the Corporate Administration Committee refer to staff with appropriate direction for a report back.

5.5  **Greater Vancouver Regional District Regional Board and Committee Remuneration Amending Bylaw Number 1078, 2008**

*Designated Speaker: Paulette Vetleson, Corporate Secretary*

**Recommendation:**

a) That the Board introduce and give first, second and third reading to Greater Vancouver Regional District Regional Board and Committee Remuneration Amending Bylaw Number 1078, 2008.

b) That the Board reconsider, pass and finally adopt Greater Vancouver Regional District Regional Board and Committee Remuneration Amending Bylaw Number 1078, 2008.

5.6  **Sasamat Volunteer Fire Department as a Metro Vancouver Service**

*Designated Speaker: Greg Smith, Manager, Corporate Services*

**Recommendation:**
That the Board retain responsibility for the Sasamat Volunteer Fire Department until such time that a formal request is made by either Anmore or Belcarra to transfer the service.

5.7  **Manager's Report**

*Designated Speaker: Delia Laglagaron, Deputy Chief Administrative Officer*

**Verbal Update**

6.  **INFORMATION ITEMS**

6.1  **Correspondence – Ombudsman, Province of BC dated April 8, 2008.**

7.  **OTHER BUSINESS**
No items presented.

8.  **RESOLUTION TO CLOSE MEETING**
No items presented.

9.  **ADJOURNMENT**

*Staff Recommendation:*
That the Corporate Administration Committee conclude its regular meeting of May 13, 2008.
REPORTS FROM COMMITTEE OR STAFF
To: Corporate Administration Committee

From: Delia Laglagaron, Deputy Commissioner/ Deputy Chief Administrative Officer

Date: May 5, 2008

Subject: Proposed Corporate Administration Committee Terms of Reference

Recommendation:
That the Corporate Administration Committee adopts the Terms of Reference for the Committee.

1. PURPOSE
To provide the Committee with the Terms of Reference for 2008.

2. CONTEXT
The Corporate Administration Committee was established to deal with those elements of corporate administration which require political oversight. Three specific areas have been identified in the Terms of Reference that the Committee may focus on:

- Issues related to Board and Committee governance structures and processes and their relationship to member municipalities and the community;
- Issues related to corporate structures and processes and how they relate to the Board and Committees, member municipalities and the community;
- Specific administrative items that require political direction.

3. CONCLUSION
The Terms of Reference of the Corporate Administration Committee for 2008 are outlined in this report for consideration and endorsement by the Committee.

Attachment: Corporate Administration Terms of Reference
The Corporate Administration Committee is a standing committee of Metro Vancouver (formally the Greater Vancouver Regional District). It is intended to deal with those elements of corporate administration which require political oversight and which are not dealt with by the standing committees with specific functional mandates.

The Committee will consider:

- Issues related to Board and Committee governance structures and processes and their relationship to member municipalities and the community;
- Issues related to corporate structures and processes and how they relate to the Board and Committees, member municipalities and the community;
- Specific administrative items that require political direction.

The Committee may make recommendations to the Board, Board Chair or CAO/Commissioner depending on responsibility for the issue under consideration. It is the Board’s responsibility to determine broad policies and establish ad hoc and special committees as required; it is the Board Chair’s responsibility to determine the structure of standing committees, their responsibilities and membership; it is the CAO/Commissioner’s responsibility to determine the structure and procedures of the supporting administration.

It is anticipated that the specific issues the Committee addresses may include:

**Board and Committee issues:**
- Communication and coordination between committees
- Use of non-elected officials either on mixed committees or on advisory committees
- Role for Metro Vancouver and its committees in non-mandate areas (e.g. policing, economic development)
- Process of communicating Board positions to the media and community
- Information sharing and other processes between the Board/Committees and member municipal councils and committees

**Corporate Structure and Process issues**
- Adequacy of corporate structure and resources to address new and emerging priority areas (communications, energy, food, pan-municipal issues)
- Methods to more effectively use municipal staff resources on regional issues
- Methods of communication from staff to Committees and Board
- Staff retention/recruitment including triennial market survey
- Metro Vancouver involvement in social/community programs
- Miscellaneous specific administrative and personnel matters as required

**Relationship with other Board Committees**

The Corporate Administration Committee would receive information from other sources such as other Board committees, advisory committees and senior management in formulating its recommendations to the Board. The committee may also receive instructions from the Board concerning specific issues.
Committee Membership

The Chair, Vice Chair, and members of the Corporate Administration Committee are appointed by the Chair of the GVRD Board of Directors. Senior management will be represented by the CAO and Deputy CAO at all meetings.

Committee Meetings

The Corporate Administration Committee will meet at intervals it determines to be appropriate, in consultation with the duty manager and Corporate Secretary. A quorum of 50% plus one of the Committee memberships is required to conduct Committee business.
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Corporate Administration Meeting Date: May 13, 2008

To: Corporate Administration Committee

From: Jake Rudolph, Chair, Regional Administrative Advisory Committee (RAAC)

Date: April 23, 2008

Subject: Request from the Regional Administrative Advisory Committee to Revise their Terms of Reference

At the April 23, 2008 meeting of the Regional Administrative Advisory Committee, the Committee discussed its role and priorities and passed the following motion:

That the Regional Administrative Advisory Committee direct the RAAC Chair to request to meet with the Corporate Administration Committee to discuss a change to the RAAC Terms of Reference to appoint the RAAC Chair or alternate as an ex-officio Metro Vancouver Board member, and to provide RAAC with opportunities for input on Metro Vancouver issues of significance.
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To: Corporate Administration Committee

From: Mayor Ralph Drew

Date: April 27, 2008

Information Management & Archival Materials

Information Management

Metro Vancouver can be described as a “hub” for regional decision-making and, as such, has a responsibility to preserve and disseminate information to its stakeholders. “Information Management” policy is a topic of concern for all levels of government and is becoming more critical in the age of digital information; for example:

- Will Metro Vancouver begin to only produce publications in digital format and “print on demand”?
- If Metro Vancouver’s publications are only available on the Metro Vancouver website, how will equity of access be assured for those persons without access to computers?
- How will Metro Vancouver distribute its publications in the future?
- Which publications will Metro Vancouver make available on its website?

Treasury Board of Canada’s objective regarding information management is as follows:

The objective of this policy is to achieve efficient and effective information management to support program and service delivery; foster informed decision making; facilitate accountability, transparency, and collaboration; and preserve and ensure access to information and records for the benefit of present and future generations.

The Treasury Board of Canada has a comprehensive information management policy that addresses many of these issues: http://www.tbs-sct.gc.ca/pubs_pol/ciopubs/tb_gih/pim-pgi01_e.asp#pim-pgi5

The Office of the Chief Information Officer for British Columbia is another significant resource regarding information management and related subjects: http://www.cio.gov.bc.ca/legislation/policy/default.asp

Archival Materials

An important subset of information management policy relates to archival materials:

- Is it important that Metro Vancouver preserve and protect its information and records for the benefit of future generations?
- What is the best way to preserve and protect printed materials?
- Should Metro Vancouver digitize its printed archival materials?
- Where should Metro Vancouver’s archive repository reside?
- Who will have access to Metro Vancouver’s archival materials?
- How will access be made available, controlled and managed?
- What about copyright permissions?
Useful resources regarding archival preservation policy include the following:

- City of Vancouver Archives (CVA)
  http://www.city.vancouver.bc.ca/ctyclerk/archives/about/abcon.htm
- Archives Association of British Columbia (AABC)
  http://aabc.bc.ca/aabc/toolkit_preservation_conservations_and_emergency_planning.htm
- Canadian Council of Archives (CCA)
  http://www.cdncouncilarchives.ca/cas.html

**Knowledge Management**

Another related field is the whole area of knowledge management, which deals with all the ways in which information is created, captured, organized and disseminated. This includes all “information assets”: meeting minutes, reports, conference papers, internal records, images, emails, and “tacit” knowledge such as expertise of staff. It's a huge topic, but one that Metro Vancouver should investigate if it is going to be effective in the age of digital information.
Item 5.5

Corporate Administration Committee Meeting Date: May 13, 2008

To: Corporate Administration Committee

From: Paulette Vetleson, Corporate Secretary, Corporate Secretary’s Department

Date: April 30, 2008

Subject: Greater Vancouver Regional District Regional Board and Committee Remuneration Amending Bylaw Number 1078, 2008

Recommendation:

a) That the Board introduce and give first, second and third reading to Greater Vancouver Regional District Regional Board and Committee Remuneration Amending Bylaw Number 1078, 2008.

b) That the Board reconsider, pass and finally adopt Greater Vancouver Regional District Regional Board and Committee Remuneration Amending Bylaw Number 1078, 2008.

1. PURPOSE

To amend Greater Vancouver Regional District Regional Board and Committee Remuneration Bylaw Number 1057, 2007 (remuneration bylaw) with respect to expenses incurred by board and committee members authorized by the Board Chair to attend a meeting on GVRD business within the GVRD, the City of Victoria, or the Fraser Valley Regional District.

2. CONTEXT

This proposed amendment to the Greater Vancouver Regional District Regional Board and Committee Remuneration Bylaw Number 1057, 2007 will allow payment of expenses incurred in representing the GVRD at meetings and events within GVRD, the City of Victoria, or the Fraser Valley Regional District.

Schedule C provides for remuneration for attendance at specified meetings. It enables the Board to authorize payment for meeting attendance on GVRD business outside the GVRD, the City of Victoria, or the Fraser Valley Regional District; and it enables the Board Chair to authorize payment for meeting attendance on GVRD business within the GVRD, the City of Victoria, or the Fraser Valley Regional District.

Schedule D provides for payment of expenses incurred in representing the GVRD at meetings and events. It enables the board to authorize payment for expenses incurred in representing the GVRD outside GVRD boundaries. It stipulates that “1/3 of payments will be paid as an allowance for expenses incurred incidental to discharging duties”. But it does not contemplate payment for expenses incurred at meetings authorized by the Board Chair for meetings attended within the GVRD, the City of Victoria, or the Fraser Valley Regional District. In this case, board approval would have to be sought. This amendment will allow...
for payment of expenses incurred consistent with the authorized remuneration payment for attendance on GVRD business where the Board Chair authorizes both meeting attendance and expenses simultaneously as per Schedule C and D.

For example, if the Board Chair authorizes a director to attend a meeting in Victoria, the director would be paid for meeting attendance under Schedule C, and can now be paid as per Schedule D for expenses incurred in going to Victoria.

Expenses incurred for attending courses, conventions, seminars, workshops and conferences, whether inside or outside GVRD boundaries, will continue to come to the board as it is the board that is enabled to authorize attendance. This is clarified in Schedule D.

3. ALTERNATIVES

The Board could:

a) Support an amendment to the remuneration bylaw that authorize payment for expenses incurred in attending a meeting authorized by the Board Chair, and that clarifies the board’s ability to approve attendance at conferences etc within or outside GVRD boundaries. This is the recommended option.
b) Maintain the status quo. Requests for approval for expenses, incurred in attending a meeting authorized by the Board Chair would continue to come to the Board for approval.

The board can maintain the status quo. Requests for approval for expensing incurred in attending a meeting authorized by the Board Chair would continue to come to the board.

4. CONCLUSION

The remuneration bylaw enables the Board Chair to authorize payment for attendance at meetings on GVRD business held within the GVRD, the City of Victoria, or the Fraser Valley Regional District. This amendment will allow associated expenses incurred for attendance at such meetings as part of the Board Chair approval to attend such meetings and therefore will not require separate approval. This is reflected in attached amending bylaw 1078.

Attachment: Greater Vancouver Regional District Regional Board and Committee Remuneration Amending Bylaw Number 1078, 2008
GREATER VANCOUVER REGIONAL DISTRICT
BYLAW NUMBER 1078, 2008

A Bylaw to Amend “Greater Vancouver Regional District
Regional Board and Committee Remuneration Bylaw Number 1057, 2007”
relative to payment of expenses.

WHEREAS the Board of Directors of the Greater Vancouver Regional District has adopted
“Greater Vancouver Regional District Regional Board and Committee Remuneration Bylaw Number 1057, 2007”; and

WHEREAS the Board of Directors of the Greater Vancouver Regional District wishes to
amend “Greater Vancouver Regional District Regional Board and Committee Remuneration
Bylaw Number 1057, 2007”;

NOW THEREFORE the Board of Directors of the Greater Vancouver Regional District, in
open meeting assembled, enacts as follows:

1. “Greater Vancouver Regional District Regional Board and Committee Remuneration
Bylaw Number 1057, 2007” is hereby amended by replacing Schedule D with the
following:

“Schedule D to Greater Vancouver Regional District
Regional Board and Committee Remuneration Bylaw Number 1057, 2007

Payment of Expenses

Position:

1. Payment to Board and committee members for expenses incurred:
   a) in attending courses, conventions, seminars, workshops and conferences as approved by the Board;
   b) in attending a meeting on the business of the GVRD outside the GVRD, the City of Victoria, or the Fraser Valley Regional District as approved by the Board

Payment:

Travel time to and from a particular destination at .5% of the Board chair’s annual salary for travel time less than 4 hours and twice that amount when travel time is longer than 4 hours. The Board chair and Board vice chair will not be entitled to a travel time payment.

Meals and incidentals based on Treasury Board of Canada Secretariat, Appendix C – Allowances, section 1.3 Canada & USA daily total; and air travel based on Treasury Board of Canada Secretariat, Travel Directive, Section 3.4.11 (a); payment to be made in Canadian dollars.

Actual and reasonable out-of-pocket expenses for ground transportation, hotel accommodation, registration fees as applicable.

Mileage based on Canada Revenue Agency’s (CRA - Revenue Canada) acceptable non-taxable mileage rates.
2. Payment to Board and committee members for expenses incurred in attending a meeting on the business of the GVRD within the GVRD, the City of Victoria, or the Fraser Valley Regional District as approved by the Board chair

Travel time to and from a particular destination at .5% of the Board chair’s annual salary for travel time less than 4 hours and twice that amount when travel time is longer than 4 hours. The Board chair and Board vice chair will not be entitled to a travel time payment.

Meals and incidentals based on Treasury Board of Canada Secretariat, Appendix C – Allowances, section 1.3 Canada & USA daily total; and air travel based on Treasury Board of Canada Secretariat, Travel Directive, Section 3.4.11 (a); payment to be made in Canadian dollars.

Actual and reasonable out-of-pocket expenses for ground transportation, hotel accommodation, registration fees as applicable.

Mileage based on Canada Revenue Agency’s (CRA - Revenue Canada) acceptable non-taxable mileage rates.

3. Payment to Board members who have been nominated by the Board to other outside organizations and where meeting attendance outside GVRD boundaries and associated expenses have been approved by the Board at the time of nomination

Travel time to and from a particular destination at .5% of the Board chair’s annual salary for travel time less than 4 hours and twice that amount when travel time is longer than 4 hours except the Board chair and Board vice chair. The Board chair and Board vice chair will not be entitled to a travel time payment.

Meals and incidentals based on Treasury Board of Canada Secretariat, Appendix C – Allowances, section 1.3 Canada & USA daily total; and air travel based on Treasury Board of Canada Secretariat, Travel Directive, Section 3.4.11 (a); payment to be made in Canadian dollars.

Actual and reasonable out-of-pocket expenses for ground transportation, hotel accommodation, registration fees as applicable.

Mileage based on Canada Revenue Agency’s (CRA - Revenue Canada) acceptable non-taxable mileage rates.

4. Payment to Board and committee members for hosting

Actual and reasonable expenses for hosting meals and refreshments.

5. Payment for expenses for Board members

1/3 of payments will be paid as an allowance for expenses incurred incidental to discharging duties."
2. The official citation for this bylaw is “Greater Vancouver Regional District Regional Board and Committee Remuneration Amending Bylaw Number 1078, 2008”.

3. The effective date of this bylaw is March 1, 2008.

Read a first, second and third time this ____ day of __________________, ______.

Reconsidered, passed and finally adopted this ____ day of __________________, ______.

_____________________________________
Lois E. Jackson, Chair

_____________________________________
Paulette A. Vetleson, Corporate Secretary
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Recommendation:
That the Board retain responsibility for the Sasamat Volunteer Fire Department until such time that a formal request is made by either Anmore or Belcarra to transfer the service.

1. PURPOSE

Late in 2007, during the annual Metro Vancouver budget review, a request of staff was made by the Finance Committee to investigate how “good of a fit” management and support of the Sasamat Volunteer Fire Department (SVFD) was with the other core roles of Metro Vancouver.

2. CONTEXT

The history of the relationship of SVFD and Metro Vancouver goes back to the late 70’s, and is somewhat tied to the removal of the member committees from Electoral Area “B”. In 1977 the GVRD adopted Bylaw No. 237 - “Sasamat Fire Protection Specified Area Establishment and Loan Authorization Bylaw, 1976” establishing a specified area within Electoral Area B for the purpose of providing fire protection. This enabled fire protection for the communities of Anmore and Belcarra, which at the time were part of Electoral Area “B”.

The Village of Belcarra incorporated in 1979, and as a result on January 10, 1980, the Sasamat Fire Protection Specified Area was dissolved and the GVRD was empowered to undertake the function of fire protection within the Village of Belcarra and a defined portion of Electoral Area B (“Division XI Fire Protection”).

Then in 1987 the Village of Anmore incorporated and “left” Electoral Area B. This dissolved Electoral Area “B” and since the fire service was a “joint” function and was not owned solely by either member it remained with the Regional Distinct.

Subsequently, by Supplementary Letters Patent dated March 10, 1989, the function of Division XI Fire Protection is renamed Division XX Fire Protection and the participants in the function are amended to include only the Village of Anmore and the Village of Belcarra.

And finally in 1989 the GVRD adopted “Sasamat Volunteer Fire Department Administration Bylaw No. 619, 1989” establishing a volunteer fire department within the Villages of Anmore and Belcarra known as the “Sasamat Volunteer Fire Department”.

3. ALTERNATIVES
Metro Vancouver’s staff time required to support this function, the Fire Chief and the three SVFD Board meetings per year is small. Rob Nicholls, the Division Manager responsible for this team of volunteers, spends approximately 30 hours per year ($2,500) on this program. Some additional administrative services are provided, on a cost recovery basis.

There are three possible alternatives:

a) Retain the service. This is the status quo and is the recommended option. While it is true that this service is a bit of an odd fit with other Metro Vancouver functions, the cost in terms of both time and money is minimal. The annual budget for this function is $191,000 and is funded completely by the Villages of Anmore and Belcarra.

b) Transfer of the service with Consent of the Participating Areas:
   As noted above, the service of fire protection within the Villages of Anmore and Belcarra was created by way of Supplementary Letters Patent. The service could be transferred by first approving a bylaw repealing the service. In addition to repealing the service, the GVRD Board would need to enact a bylaw repealing the bylaw which created the Sasamat Volunteer Fire Department. This would be done by way of an ordinary bylaw and no elector or participating area approval is required. Appropriate arrangements for creation of a Volunteer Fire Department would be required in one, or both, impacted members and the transfer of any assets, employees, contracts, and volunteers of the department would also need to occur.

c) Transfer of the service without consent of the Participating Areas:
   An option also exists where Metro Vancouver could withdraw the service without consent. This would involve a request of the Province and the Ministries impacted and could result in negotiations, mediation, additional review or arbitration.

4. CONCLUSION

There does exist within the functions and mandates of Metro Vancouver a number of functions that were created to support the Electoral Areas and then were transferred to the District as the Electoral Areas incorporated, SVFD is one of those functions. And while it is a unique function within Metro Vancouver the cost to support it is minimal and is substantially born completely by the members who receive the service. Based upon this we are recommending that this function remain within the region until such time that one or both of the members who receive this service request that it be transferred.
INFORMATION ITEMS
Ms. Lois Jackson  
Chair  
Greater Vancouver Regional District  
4330 Kingsway  
BURNABY BC  V5H 4G8  

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Files Closed from January 1 to March 31, 2008  
Greater Vancouver Regional District  

1. Requests for Information  

2. Complaints with No Investigation  
   a. Enquiry (information only)  
   b. Refused (discretion)  
      - More than one year between event and complaint  
      - Insufficient personal interest  
      - Available remedy  
      - Frivolous/vexatious/trivial matter  
      - Can consider without further investigation  
      - No benefit to complainant or person aggrieved  
      - Complaint abandoned  
      - Complaint withdrawn  
   c. Statute barred (FIPPA, Police Act, etc.)  
   d. Not a matter of administration  
   e. Pre-empted by existing statutory right of appeal, objection or review  

3. Complaints Investigated  
   a. Not a matter of administration  
   b. Pre-empted by existing statutory right of appeal, objection or review  
   c. Investigation ceased (discretion) - No findings  
      - More than one year between event and complaint  
      - Insufficient personal interest  
      - Available remedy  
      - Frivolous/vexatious/trivial matter  
      - Can consider without further investigation  
      - No benefit to complainant or person aggrieved
4. Ombudsman Initiated Investigations
   a. Investigation ceased (discretion) - No findings
   b. Investigation completed - Findings - Substantiated
      • Remedied in whole
      • Remedied in part
      • Not remedied
      • Recommendations made - remedy to be implemented over time
   c. Investigation completed - Findings - Not substantiated

Kim J. Carter

Kim S. Carter
Ombudsman
Province of British Columbia 08/04/2008