



REGIONAL DISTRICT of Fraser-Fort George

Main Office: 155 George Street, Prince George, BC V2L 1P8
Telephone: (250) 960-4400 / Fax: (250) 563-7520
Toll Free: 1-800-667-1959 / www.rdffg.ca

REPORT FOR CONSIDERATION

TO: Chair and Directors

FROM: M. Connelly, General Manager of Legislative and Corporate Services

DATE: November 5, 2025

SUBJECT: Proposed Employee Financial Disclosure Designation Amendment Bylaw No. 3402, 2025
SUMMARY: Purpose: Consider Adoption of Amendment Bylaw No. 3402, 2025
Attachments: Draft Bylaw No. 3402, 2025
Previous Reports: None

RECOMMENDATION(S):

1. THAT the report dated November 5, 2025, regarding “Proposed Employee Financial Disclosure Designation Amendment Bylaw No. 3402, 2025” be received for information.
2. THAT Employee Financial Disclosure Designation Bylaw No. 3116, 2018, Amendment Bylaw No. 3402, 2025, be introduced and given first, second and third readings.
3. THAT Employee Financial Disclosure Designation Bylaw No. 3116, 2018, Amendment Bylaw No. 3402, 2025 be adopted.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority
All 1 Director/1 vote	2/3 Majority

ISSUE(S):

The Regional District is required to designate employees who are to be subject to the provisions of the *Financial Disclosure Act*. Generally speaking, employees who are in a position of trust, or who make decisions without routine scrutiny by others, are candidates for designation.

The Board is being asked to consider amending Bylaw No. 3116, 2018 in order to update the bylaw to address appointments in 2025, update position titles, and to add the positions of Manager of Emergency Preparedness and 9-1-1 Communications Program Manager.

RELEVANT POLICIES:

Financial Disclosure Act

- requires that a person employed by the Regional District and designated by the Regional Board to be a municipal employee, must file a written disclosure.

STRATEGIC PRIORITIES ALIGNMENT:

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Indigenous and Intergovernmental Partnerships | <input type="checkbox"/> Organizational Strength and Adaptability | <input type="checkbox"/> Quality Community Services | <input type="checkbox"/> Environmental Stewardship and Climate Action |
| <input type="checkbox"/> Awareness and Engagement | <input checked="" type="checkbox"/> Statutory or Routine Business | | |

SERVICE RELEVANCE:

N/A

FINANCIAL CONSIDERATION(S):

There are no financial considerations.

OTHER CONSIDERATION(S):

Please be advised of the recent appointments in 2025:

- Aileen Singh was appointed as Manager of Legislative Services and as part of that position, is the Deputy Corporate Officer;
- Colby Molcak was appointed as Manager of Emergency Preparedness;
- Terri McConnachie was appointed as Manager of Community Services; and
- Marty Dupas was recently appointed as 9-1-1 Communications Program Manager.

DECISION OPTIONS:

1. Approve recommendations.
 - Bylaw No. 3116, 2018 will be updated to include all persons employed as or appointed to the positions identified under previous amendments and all designated persons will be required to file a written disclosure per the requirements of the *Financial Disclosure Act*.

COMMENTS:

The proposed Bylaw updates the list of officers and employees designated as “municipal employees” and therefore subject to the annual reporting requirements established by statute.

The periodic review of staff positions subject to the *Financial Disclosure Act* supports the Regional District in fulfilling its obligations under the Act. It ensures that positions with potential influence or financial benefit are properly identified and that the public has reasonable access to related disclosure information.

Respectfully submitted,

“M. Connelly”

Maureen Connelly
General Manager of Legislative and Corporate Services

MC:as

Report prepared by: Aileen Singh, Manager of Legislative Services