

Title: Code of Conduct Committee Terms of Reference  
Division: Legislative Services  
Policy Number: 0156  
File Number: 0282-20-0156

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## **1. Mandate**

- 1.1. The Code of Conduct Committee (the Committee) is a Standing Committee of Council. The purpose of the Committee is to advise Council on the creation of a code of conduct regarding respectful behaviour and communications of and with Council, staff, volunteers, and members of the public.

## **2. Role**

- 2.1. The Committee will:
  - (a) Review materials relevant to the creation of a code of conduct, including existing District documents that pertain to the conduct of Council, staff, volunteers, and the public;
  - (b) Analyze work done by the province of British Columbia and other lower mainland municipalities relative to the creation of a code of conduct.
  - (c) Advise on best practices in municipal government relative to the creation of a code of conduct.
  - (d) Make recommendations to Council and staff regarding the creation of a code of conduct.
  - (e) Assist with the development of a code of conduct.

## **3. Membership**

- 3.1. The Committee consists of five voting members:
  - a) two volunteer representatives; and
  - b) three Council members.
- 3.2. Volunteer members are appointed by the Mayor for a one year term.
- 3.3. Appointments terminate on December 31 of the year in which the member's term is scheduled to expire, except as otherwise determined by the Mayor.
- 3.4. Volunteer members may serve for up to three (3) terms on the Committee, except as otherwise determined by the Mayor.
- 3.5. The Chair is selected by the Mayor. The Acting Chair must be a voting member of the Committee, and must be selected from amongst the Committee membership at the first meeting of each year.

## **4. General Terms and Code of Conduct**

- 4.1. Decorum and Debate: Committee members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time, provide feedback in keeping with the Committee's mandate, and be respectful of others' thoughts and opinions.
- 4.2. Authority and Reporting: The Committee and its members will not represent themselves as having any authority beyond that delegated in the Terms of Reference (ToR) approved by the Mayor.
- 4.3. Media/Social Media: Members of the Committee are not permitted to speak to the media as representatives of the Committee unless authorized to do so by the Director of Community Relations & Communications. Committee members must strive to convey the public interest and remember that they represent the District of West Vancouver; this means that they must be consistent with the District's position on specific issues.
- 4.4. Professionalism: Committee members who engage in activities regarding the District of West Vancouver or Committee initiatives/projects and promotions are expected to maintain a respectful, constructive, professional tone that maintains the brand consistency of the District of West Vancouver.
- 4.5. Confidentiality: All new Committee members are required to sign a copy of the "Volunteer Services Confidentiality Agreement" (the Agreement) as part as their general orientation. All returning Committee members who have previously signed a copy of the Agreement are expected to honour and uphold the provisions as outlined within the Agreement.
- 4.6. West Vancouver Residency Requirement: all Committee volunteers must either reside in, or represent a business that is located in, the District of West Vancouver, except as otherwise determined by Council. With respect to this requirement, if a Committee member's primary place of residence or the location of their business changes to another municipality during the term of an appointment, the member must notify the Chair and staff representative regarding the change of address.  
  
Depending on the length of appointment term remaining, the Committee member may be asked to step down, thus creating a vacancy. Vacancies will be filled through advertisement placed in local newspapers, social media and on the website; applications received will be reviewed by the Mayor.
- 4.7. Conflict of Interest: The conflict of interest provisions contained in the General Council Committees Policy applies to all Committee members.

## **5. Meetings**

- 5.1. The Committee must, by resolution, establish an annual meeting schedule, and must hold additional meetings as required to respond in a timely manner to requests from the Mayor.
- 5.2. All Committee and subcommittee meetings must be held in a District facility.

# District of West Vancouver

## POLICY

- 5.3. A Standing Committee cannot occur unless both:
- (a) 50% plus one of the Committee's voting members are in attendance; and
  - (b) 50% of those committee members in attendance are members of Council.

Any member who is absent from three (3) meetings of the Committee without reason satisfactory to the Committee may be removed from the Committee by Council.

## 6. Rules of Procedure

- 6.1. Meetings must be conducted in accordance with the General Council Committees Policy and Procedure, the Council Committee Procedure Bylaw, and the *Community Charter*.

## 7. Altering Terms of Reference

- 7.1. The Committee can request, by resolution, that the Mayor consider changes to these Terms of Reference. Staff can also bring forward alterations to these Terms of Reference at their discretion for the Mayor's consideration.

## 8. Staff Assistance

- 8.1. Staff assistance will be provided to the Committee, as necessary and within reason, by:
- (a) Staff of the Legislative Services division.

## 9. Approval

<b>Approved by</b>	<input type="checkbox"/> CAO	<input checked="" type="checkbox"/> Mayor
<b>Approval date</b>	2023/05/30	
<b>Council minutes eDocs # (Council Policies only)</b>	n/a	
<b>Council report eDocs # (Council Policies only)</b>	n/a	
<b>Signature</b>	<i>[Original signed by Mayor]</i> _____ MAYOR	

## 10. Additional Information

<b>Category</b>	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
<b>Related procedure</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Date of last review</b>	n/a	

RESCINDED