

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER  
CODE OF CONDUCT COMMITTEE MEETING MINUTES  
RAVEN ROOM, MUNICIPAL HALL  
MONDAY, SEPTEMBER 18, 2023**

---

Committee Members: D. Moss, D. Thomas; and Councillors S. Snider (Chair), N. Gambioli, and P. Lambur (Acting Chair) attended the meeting in the Raven Room, Municipal Hall.

Staff: E. Glickman, Director, Human Resources & Payroll Services; P. Cuk, Manager, Legislative Operations/Deputy Corporate Officer (Staff Representative); and T. Azuma, Committee & Policy Coordinator (Committee Clerk) attended the meeting in the Raven Room, Municipal Hall.

**1. CALL TO ORDER**

The meeting was called to order at 3:01 p.m.

**2. APPROVAL OF AGENDA**

It was Moved and Seconded:

THAT the September 18, 2023 Code of Conduct Committee meeting agenda be approved as circulated.

CARRIED

**3. ADOPTION OF MINUTES**

It was Moved and Seconded:

THAT the July 24, 2023 Code of Conduct Committee meeting minutes be adopted as circulated.

CARRIED

**REPORTS / ITEMS**

**4. Review of Proposed Code of Conduct**

Committee members commented, and staff responded to the committee's questions regarding: the focus of the discussion; scope of the proposed bylaw; external legislation that would affect the proposed bylaw; process and timeline to file a complaint; types of interactions between Council and staff, volunteers and advisory body members; and implicit authority.

Councillor S. Snider left the meeting at 3:33 p.m. Councillor P. Lambur assumed the Chair.

Committee members commented regarding the different types of interactions between Council and staff, volunteers and advisory body members.

Councillor S. Snider returned to the meeting at 3:34 p.m. and assumed the Chair.

Member Thomas offered to continue revising the proposed bylaw and update the committee at its next meeting.

Committee members commented, and staff responded to the committee's questions regarding: input from other members of Council; complaint process; appointment and role of an integrity commissioner; precedence set by other municipalities; role of the Municipal Manager; confidentiality of the complaint process; enforcement of resolutions; and scenario testing the proposed bylaw.

It was Moved and Seconded:

THAT the discussion regarding Review of Proposed Code of Conduct be received for information.

CARRIED

**5. PUBLIC QUESTIONS**

E. McHarg commented regarding: the progress made by the committee; inclusion of mental health in the Code of Conduct; expected conduct of electoral candidates; formal and informal power of Mayor & Council; and discussion on scenario testing.

**6. NEXT MEETING**

Staff proposed dates, times and locations for the next two committee meetings. Committee members commented regarding availability.

It was Moved and Seconded:

THAT the Code of Conduct Committee Meeting Schedule for 2023 be adopted as follows:

- October 23, 2023 at 3 p.m.; and
- November 20, 2023 at 3 p.m.

AND THAT all remaining Code of Conduct Committee meetings for 2023 be held in the Main Floor Conference Room at Municipal Hall.

CARRIED

**7. ADJOURNMENT**

It was Moved and Seconded:

THAT the September 18, 2023 Code of Conduct Committee meeting be adjourned.

CARRIED

The meeting adjourned at 4:41 p.m.

Certified Correct:

  
Chair

  
Committee Clerk