

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER**

**CODE OF CONDUCT COMMITTEE MEETING AGENDA**

**MONDAY, MARCH 4, 2024**

**3 PM IN THE RAVEN ROOM, MUNICIPAL HALL**

*(In-person attendance only)*

***Note: Council Committee meetings are conducted in accordance with Council Committee Procedure Bylaw No. 5020, 2019 (as amended), subject to the discretion of the Chair.***

**1. CALL TO ORDER**

*Note: Chair will confirm that the meeting is being conducted in-person, pursuant to Council Committee Procedure Bylaw No. 5020, 2019 (as amended).*

**2. Committee Meeting Schedule**

RECOMMENDATION:

THAT the Code of Conduct Committee Meeting Schedule for 2024 be adopted as follows:

- April 8, 2024 at 3 p.m.;
- May 13, 2024 at 3 p.m.;
- June 3, 2024 at 3 p.m.; and
- July 8, 2024 at 3 p.m.

RECOMMENDATION:

THAT all remaining Code of Conduct Committee meetings for 2024 be held in-person at Municipal Hall in the Raven Room.

**3. APPROVAL OF AGENDA**

RECOMMENDATION:

THAT the March 4, 2024 Code of Conduct Committee meeting agenda be approved as circulated.

**4. ADOPTION OF MINUTES**

RECOMMENDATION:

THAT the November 20, 2023 Code of Conduct Committee meeting minutes be adopted as circulated.

**REPORTS / ITEMS**

**5. Review of Proposed Code of Conduct**

RECOMMENDATION:

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

**6. PUBLIC QUESTIONS**

**7. NEXT MEETING**

The next Code of Conduct Committee meeting is scheduled for April 8, 2024 at 3 p.m. and held in-person in the Raven Room at Municipal Hall.

**8. ADJOURNMENT**

RECOMMENDATION:

THAT the March 4, 2024 Code of Conduct Committee meeting be adjourned.

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER  
CODE OF CONDUCT COMMITTEE MEETING MINUTES  
MAIN FLOOR CONFERENCE ROOM, MUNICIPAL HALL  
MONDAY, NOVEMBER 20, 2023**

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

Staff: P. Cuk, Manager, Legislative Operations/Deputy Corporate Officer (Staff Representative); and T. Azuma, Committee & Policy Coordinator (Committee Clerk) attended the meeting in the Main Floor Conference 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 November 20, 2023 Code of Conduct Committee meeting agenda be approved as circulated.

CARRIED

**3. ADOPTION OF MINUTES**

It was Moved and Seconded:

THAT the October 23, 2023 Code of Conduct Committee meeting minutes be adopted as circulated.

CARRIED

**REPORTS / ITEMS**

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

Member Thomas introduced changes made to the proposed Code of Conduct bylaw, highlighted the formal resolution process, and recommended further discussion.

Councillor N. Gambioli left the meeting at 3:06 p.m. and returned at 3:07 p.m.

Committee members proceeded to discuss: the definition of threat; possible duplication during the complaint process; policy framework suggested by Legal Counsel regarding the appointment and role of an integrity commissioner; and the future role of the Committee. Staff provided input and responded to the committee's questions.

Member Thomas offered to continue revising the proposed Code of Conduct bylaw and requested staff to send the proposed bylaw to D. Lidstone (Legal Counsel, Lidstone & Co.) for review.

Committee members requested that staff create a memo and present the proposed

Code of Conduct bylaw to Council for consideration following legal review, as early as the December 11, 2023 regular Council meeting.

It was Moved and Seconded:

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

CARRIED

**5. PUBLIC QUESTIONS**

Councillor L. Watt spoke regarding the term of the Integrity Commissioner. Recommended that the appointment overlap the terms of outgoing and incoming Councils.

E. McHarg spoke in support of finalizing the proposed Code of Conduct Bylaw.

N. Carroll spoke regarding his experience on the Seniors' Activity Centre Advisory Board. Chair provided a response.

D. Marley inquired about the initial committee meeting date and requested clarification regarding the bylaw. Chair provided a response.

**6. NEXT MEETING**

No additional Code of Conduct Committee meetings are scheduled.

**7. ADJOURNMENT**

It was Moved and Seconded:

THAT the November 20, 2023 Code of Conduct Committee meeting be adjourned.

CARRIED

The meeting adjourned at 4:02 p.m.

Certified Correct:

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Chair

\_\_\_\_\_  
Committee Clerk