



CORPORATE POLICY MANUAL

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POLICY

The District of North Vancouver has adopted a Code of Ethics which is applicable to members of Council and to any person appointed by Council to boards, committees, commissions, panels or task forces. The Code of Ethics is outlined in Attachment 1 to this Policy.

REASON FOR POLICY

The purpose of the Code of Ethics is to ensure that:

1. public business is conducted with integrity, in a fair, honest and open manner;
2. members respect one another, the public and staff and recognize the unique role and contribution each person has in making the District a better place to work and live;
3. their conduct in the performance of their duties and responsibilities with District is above reproach; and
4. the decision-making processes are accessible, participatory, understandable, timely and just, in addition to the requirements of applicable enactments.

AUTHORITY TO ACT

Retained by Council

Approval Date:	November 28, 2000	Approved by:	Regular Council
1. Amendment Date:	January 19, 2015	Approved by:	Regular Council
2. Amendment Date:	April 4, 2022	Approved by:	Regular Council
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CODE OF ETHICS

For members of
District of North Vancouver Council
and Council Appointees to Boards,
Committees, Commissions and Task Forces (“members”)

Adopted by the Council of the District of North Vancouver
November 28, 2000

Preamble

The residents and businesses of the District of North Vancouver are entitled to have fair, honest and open local government that has earned the public's full confidence for integrity. In keeping with the District of North Vancouver's Governance Principles and Corporate Values as described in the Corporate Business Plan, the District seeks to maintain and enhance the quality of life for all District residents through effective, responsible and responsive government. To help achieve this goal, members have committed to strive to ensure that:

- public business is conducted with integrity, in a fair, honest and open manner;
- members respect one another, the public and staff and recognize the unique role and contribution each person has in making the District a better place to work and live;
- their conduct in the performance of their duties and responsibilities with the District be above reproach; and
- the decision-making processes be accessible, participatory, understandable, timely and just, in addition to the requirements of applicable enactments.

Application of the Code

To this end, the Council of the District of North Vancouver has adopted a Code of Ethics applicable to members of Council and to any person appointed by Council to boards, committees, commissions, panels or task forces. Unless otherwise specified, “members” is intended to include both members of Council and committees. The bodies which Council can appoint members to are referred to collectively as “committees” in the Code.

1. Act in the Public Interest

Recognizing that the District seeks to maintain and enhance the quality of life for all District residents through effective, responsive and responsible government, members will conduct their business with integrity, in a fair, honest and open manner.

2. Comply with the Law

Members shall comply with all applicable federal, provincial, and local laws in the performance of their public duties. These laws include, but are not limited to: the *Constitution Act*; the *Provincial Human Rights Code*; the *Criminal Code*, the *Local Government Act*; *Community Charter*; laws pertaining to financial disclosures, and employer responsibilities; and relevant District bylaws and policies.

3. Conduct of Members

The conduct of members in the performance of their duties and responsibilities with the District must be fair, open and honest. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of Council, committees, the staff or the public.

4. Respect for Process

Members shall perform their duties in accordance with the policies and procedures and rules of order established by the District Council governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the Council by District staff. Members of committees shall be aware of the mandate of their respective committee, and act in accordance with it.

5. Conduct of Public Meetings

Members shall prepare themselves for public meetings; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall not interrupt other speakers; make personal comments not germane to the business of the body; or otherwise disturb a meeting.

6. Decisions Based on Merit

Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.

7. Communication

Subject to paragraph 10, members shall publicly share substantive information that is relevant to a matter under consideration by the Council or a committee, which they may have received from sources outside of the public decision-making process.

8. Conflict of Interest

Council Members shall comply with the conflict of interest requirements set out in sections 100 to 108 of the Community Charter.

A Committee Member, in the conduct of his or her committee duties, functions and obligations, shall also comply with the conflict of interest requirements set out in sections 100 to 108 of the Community Charter as if the Committee Member were a Council Member. Breach of this rule will trigger committee disqualification as if section 108.1 of the Community Charter were applicable in respect the breach.

8.1 Use of Influence

- 8.1.1 A Member must only use the influence of their office for the exercise of their duties.
- 8.1.2 A Member must be independent and impartial, and must not provide preferential treatment to any person or organization except as warranted by the ordinary and lawful discharge of their duties.
- 8.1.3 A Member must not use the prospect of future employment by a person or entity, or other future economic opportunities, to detrimentally affect the performance of their duties.
- 8.1.4 A Member must not use, or attempt to use, their office for the purpose of intimidating, improperly influencing, threatening, or coercing District employees.

9. Gift or Personal Benefit

- 9.1 Members shall not accept a gift or personal benefit that is connected directly or indirectly with the performance of their duties unless permitted by the exceptions listed in sections 9.2 and 9.3.
- 9.2 A Member may accept a gift or personal benefit if it is:
 - a) received as an incident of the protocol of social obligations that normally accompany the responsibilities of office;
 - b) compensation authorized by law; or
 - c) a lawful contribution made to a member who is a candidate for election to a local government.

Breach of this rule by a Committee member will trigger committee disqualification as if section 105(3) of the Community Charter were applicable in respect of the breach.

- 9.3 If a Member accepts a gift or personal benefit pursuant to section 9.1(a), and if the total value of the gift or personal benefit exceeds \$250, or the total value of the gift or personal benefit received from one source during the calendar year exceeds \$250, the Member must comply with the disclosure requirements set out in section 106 of the Community Charter.
- 9.4 Members that have received any campaign contributions in excess of \$250 from any individual, should to declare the campaign contributions prior to participating in any meeting, discussion or debate where the matter before them involves conveying a benefit to the individual or any company, group or association they are associated with. This declaration is not required but rather intended to demonstrate transparency.

10. Confidential Information

Members shall respect the confidentiality of information concerning the property, personnel or legal affairs of the District. They shall neither disclose confidential information without proper authorization, nor use such information to advance their personal, financial or other private interests.

11. Use of Municipal Assets and Services

- 11.1 A Member may not direct the work of District employees, other than District employees assigned to assist a member, and should follow the processes established by the Chief Administrative Office when communicating with District employees.
- 11.2 A Member must respect that it is the role of District employees to provide neutral and objective information without undue influence and interference.

- 11.3 A Member must not request or require District employees to undertake personal or private work on behalf of a Member, or accept an offer to perform such work from a District employee.
- 11.4 A Member must not use, or permit the use of, District land, facilities, equipment, supplies, services, employees or other resources for activities other than the business of the District, except in accordance with District policies permitting reasonable personal use.
- 11.5 A Member must not instruct, or direct any of the District's contractors, tenders, consultants or other service providers regarding District business.

12. Advocacy

Members shall represent the official policies or positions of the District Council or committee to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent Council, their committee or the District of North Vancouver, nor will they allow the inference that they do.

13. Policy Role of Members

Members shall respect and adhere to the council-Chief Administrative Officer structure of government as practiced in the District of North Vancouver. In this structure, the Council determines the policies of the District with the advice, information and analysis provided by the public, committees, and District staff.

Members, therefore, shall not interfere with the administrative functions of the District or with the professional duties of District staff; nor shall they impair the ability of staff to implement Council policy decisions.

14. Positive Work Place Environment

Members shall treat other members, the public and District staff with respect and shall be supportive of the personal dignity, self-esteem and well being of those with whom they come in contact with during the course of their professional duties. Members shall be aware of and act in accordance with the Positive Workplace Environment: Anti-bullying and Harassment Policy.

15. Implementation

The District of North Vancouver Code of Ethics is intended to be self-enforcing. Members should view the Code as a set of guidelines that express collectively the standards of conduct expected of them. It, therefore, becomes most effective when members are thoroughly familiar with the Code and embrace its provisions.

For this reason, the Code of Ethics will be provided to candidates for Council and applicants to committees. Members elected to Council or appointed to a committee will be requested to sign the Member Statement affirming they have read and understood the District of North Vancouver Code of Ethics. In addition, Council and committees shall review annually the Code of Ethics, and Council shall consider recommendations from committees and update the Code as necessary.

16. Compliance and Enforcement

The District of North Vancouver Code of Ethics expresses standards of ethical conduct expected for members of the District Council and committees. Members themselves have the primary responsibility to assure that these ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of the governance of the District of North Vancouver.

Council may impose sanctions on members whose conduct does not comply with the District's ethical standards, such as motion of censure. Council may also rescind the appointment of a member to a committee for breaching the Code of Ethics.

To ensure procedural and administrative fairness, a member who is accused of violating any provision of the Code of Ethics with the exception of paragraph 14 shall have a minimum of one week, or the time between two consecutive meetings, whichever is greater, to prepare his or her case to respond to these allegations. Before considering a sanction, Council must ensure that a member has

1. received a written copy of the case against him or her;
2. a minimum of one week, or the time between two consecutive meetings, whichever is greater, to prepare a defence against any allegations; and
3. an opportunity to be heard.

The procedures outlined in the Positive Workplace Environment: Anti-bullying and Harassment Policy have been adopted by Council for dealing with a complaint under the Positive Workplace Environment: Anti-bullying and Harassment Policy (see paragraph 14, above).

A violation of this Code of Ethics shall not be considered a basis for challenging the validity of a Council or committee decision.

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MODEL OF EXCELLENCE

**Council of the District of North Vancouver
and Council Appointees to Boards,
Committees, Commissions and Task Forces**

MEMBER STATEMENT

As a member of the District of North Vancouver Council or of a District committee, I agree to uphold the Code of Ethics adopted by the District and conduct myself by the following model of excellence. I will:

Recognize the diversity of backgrounds, interests and views in our community;

Help create an atmosphere of open and responsive government;

Conduct public affairs with integrity, in a fair, honest and open manner;

Respect one another and the unique role and contribution each of us has in making the District a better place to work and live;

Strive to keep the decision-making processes open, accessible, participatory, understandable, timely, just and fair;

Avoid and discourage conduct which is not in the best interests of the District;

Treat all people with whom I come in contact in the way I wish to be treated.

I affirm that I have read and understood the District of North Vancouver Code of Ethics.

Signature _____

Date _____

Name (please print)

Office / Committee