

## COUNCIL POLICY

**Policy Name:** Advisory Bodies Code of Conduct  
**Policy Number:** 1160-00-2023-001

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### A. BACKGROUND

On Nov 25, 2021 the Province of British Columbia added sections 113.1 and 113.2 to the *Community Charter* to require all local governments to publicly consider whether to establish a new code of conduct or revise an existing one within six months of a general local election. The last B.C. general local election was held on October 15, 2022.

The City of Burnaby Council considered the Burnaby Code of Conduct Bylaw (Bylaw No. 14557) in Spring of 2023, in which Council recommended a separate policy be created for Appointed Members of the public who sit on committees, commissions and boards. The intent of this policy is to set out clear yet distinct expectations from Appointed Members from elected Council members.

### B. DEFINITIONS

**Advisory Bodies** means Select and Standing Committees and Commissions, Boards and other ad hoc groups who have been appointed by Mayor and/or Council.

**Appointed Member(s)** means an individual that has been appointed by the Council to serve on a Committee, Commission, or Board and includes representatives from third party organizations who have been appointed to sit on Committees. For clarity purposes, Appointed members do not include Council members or City staff.

**City** means the City of Burnaby

**CAO** means the employee appointed to the role of Chief Administrative Officer under section 147 of the *Community Charter*

**Corporate Officer** means the employee appointed to the role of Corporate Officer under section 148 of the *Community Charter*

## **C. PURPOSE**

The purpose of this policy is to promote a high standard of ethical conduct from those in appointed roles by proactively fostering respectful relationships between Advisory Bodies and Council, City staff, contractors, and volunteers, and with the public they serve and represent.

The common goal of members of Council, staff, and members of Advisory Bodies is to inspire public confidence and trust in local government. Due to their affiliation with the City, it is important that Appointed Members demonstrate respect for the City, its residents, City staff, and those elected and appointed to manage the operations of the City.

## **D. PRINCIPLES AND STANDARDS OF CONDUCT**

The four foundational principles prescribed in the Burnaby Code of Conduct Bylaw (Bylaw No. 14557) are the standards of conduct applicable to all Appointed Members:

**a) Integrity**

Integrity is conduct and behaviour that respects and upholds the public interest and promotes public confidence in local government. Integrity is based on honesty and the active demonstration of the highest ethical standards and professionalism in all dealings.

**b) Accountability**

Accountability is conduct and behaviour that exhibits the willingness to account for and accept responsibility for one's conduct, behaviours, words, actions and decisions.

**c) Respect**

Respect is to behave and conduct oneself with politeness, honour, and care shown towards someone or something by demonstrating due regard, deference and consideration for the perspectives, wishes, beliefs, traditions, values and rights of others.

**d) Leadership and Collaboration**

Leadership and collaboration are conduct and behaviour that demonstrates the ability to lead, guide, actively listen, mobilize and

positively influence others, while encouraging people to come together to meet and work around a common goal or objective, or to resolve conflict through collective means and efforts.

## **E. POLICY**

In addition to the foundational principles, Appointed Members will:

- a) Always conduct themselves with integrity and will remain respectful of their duties and mindful always of the long-term results achieved for the benefit and protection of City of Burnaby residents.
- b) Always conduct themselves with accountability and the willingness to account for and accept responsibility for their own conduct, behaviours, words, actions and decisions.
- c) Be respectful and conduct themselves with politeness, honour, and care shown towards someone or something by demonstrating due regard, deference and consideration for the perspectives, wishes, beliefs, traditions, values, and rights of others.
- d) Refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other committee members, staff, members of the public, members of Council, and guests during meetings as well as interactions in person, via phone and all forms of written correspondence.
- e) Be entitled to make comments expressing their opinions regarding matters before the Advisory Body or to Council if such statements clearly state they are putting forward personal views of the Appointed Member and not those of the Advisory Body or Council.
- f) Not criticize the conduct of other Appointed Members, Council members, or staff who are often assigned as representatives to the Advisory Bodies. It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other Appointed Members, staff, members of the public, Council Members, or the City of Burnaby in general at any time in any format.

## **F. CONFLICT OF INTEREST**

If an Appointed Member attending a meeting considers they are not entitled to participate in the discussion of a matter, or to vote on a question in respect of a matter, because the member has

- (a) a direct or indirect pecuniary interest in the matter, or
- (b) another interest in the matter that constitutes a conflict of interest,

the Appointed Member must declare this and state in general terms the reason why the member considers this to be the case.

After making a conflict of interest declaration on a matter, the Appointed Member must not:

- (a) remain or attend at any part of a meeting during which the matter is under consideration;
- (b) participate in any discussion of the matter at such a meeting;
- (c) vote on a question in respect of the matter at such a meeting; or
- (d) attempt in any way, whether before, during or after such a meeting, to influence the voting on any question in respect of the matter.

An Appointed Member who contravenes these conflict of interest requirements will have their appointment revoked unless the contravention was done inadvertently or because of an error in judgment made in good faith.

Questions, concerns or complaints regarding any conflict of interest regarding an Appointed Member will be directed to the Corporate Officer or the CAO.

## **G. ACCEPTANCE OF GIFTS**

An Appointed Member must not, directly or indirectly, accept a fee, gift or personal benefit that is connected with the Appointed Member's performance of the duties of their appointment.

Gifts or personal benefits that are received as an incident of the protocol or social obligations that normally accompany the responsibilities of the appointment or compensation authorized by law are exempt from this Policy.

## **H. COMPLAINT PROCEDURE**

Concerns or complaints will be provided to the Corporate Officer or CAO.

When a complaint or concern has been alleged that an Appointed Member is not adhering to this Advisory Bodies Code of Conduct, the Corporate Officer or CAO will meet with the Appointed Member in confidence to address the concerns.

If there is not a mutually agreeable plan to improve the Appointed Member's behaviour, information will be brought before Council by the CAO or Corporate Officer, in a closed meeting of Council, and considered.

Where Council finds that an Appointed Member has breached this Advisory Bodies Code of Conduct, Council may decide by resolution to:

- i) require the Appointed Member to apologize to any person adversely affected by the breach;
- ii) counsel the Appointed Member;
- iii) terminate the Appointed Member's appointment; or
- iv) implement such other measures as Council deems appropriate.

For clarity purposes, Council has the authority to revoke appointments to Appointed Members from any Advisory Body for other reasons outside of this Policy at any time.

## **I. RELATED CITY POLICIES AND PROCEDURES**

- [Conflict of Interest Policy](#)
- [Respectful Workplace Policy](#)
- [Burnaby Procedure Bylaw](#)
- [Burnaby Code of Conduct Bylaw](#)