



**General Purposes Committee**

Date: Monday, September 17, 2018

Place: Anderson Room  
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair  
Councillor Chak Au  
Councillor Derek Dang  
Councillor Carol Day  
Councillor Ken Johnston  
Councillor Alexa Loo  
Councillor Bill McNulty  
Councillor Linda McPhail

Absent: Councillor Harold Steves

Call to Order: The Chair called the meeting to order at 4:02 p.m.

**MINUTES**

It was moved and seconded  
*That the minutes of the meeting of the General Purposes Committee held on September 4, 2018, be adopted as circulated.*

**CARRIED**

**ENGINEERING AND PUBLIC WORKS DIVISION**

1. **CITY CENTRE DISTRICT ENERGY UTILITY BYLAW NO. 9895, AMENDMENT BYLAW NO. 9921**  
(File Ref. No. 12-8060-20-009921) (REDMS No. 5943214 v. 3; 5943820)

It was moved and seconded  
*That the City Centre District Energy Utility Bylaw No. 9895, Amendment Bylaw No. 9921 presented in the "City Centre District Energy Utility Bylaw No. 9895, Amendment Bylaw No. 9921" report dated August 24, 2018, from the Senior Manager, Sustainability and District Energy be introduced and given first, second, and third readings.*

**CARRIED**

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**COMMUNITY SAFETY DIVISION**

**2. TEMPORARY FUNDING FOR THE ENHANCED CITY CENTRE COMMUNITY POLICE OFFICE**

(File Ref. No. 09-5350-01) (REDMS No. 5916863 v. 10)

It was moved and seconded

- (1) That Council approve the Enhanced City Centre Community Police Office project in the amount of \$5.1 million, to be funded from the Capital Building and Infrastructure Reserve as outlined in the staff report titled "Temporary Funding for the Enhanced City Centre Community Police Office" from the General Manager, Community Safety, dated August 16, 2018;*
- (2) That the future repayment of the \$5.1 million and interest to the Capital Building and Infrastructure Reserve be funded from the voluntary developer amenity contributions and received from the developer of RZ 15-692485, at 7960 Alderbridge Way and 5333, 5411 No. 3 Road (South Street Development); and*
- (3) That the Consolidated 5-Year Financial Plan (2018–2022) be amended accordingly.*

**CARRIED**

**3. AMENDMENT TO BYLAW ENFORCEMENT OFFICER BYLAW NO. 9742**

(File Ref. No. 12-8060-20-009718) (REDMS No. 5755921 v 5)

In response to questions from Committee, Carli Williams, Manager, Community Bylaws and Licencing and Jennifer Hayes, Staff Solicitor clarified that (i) the proposed Bylaw changes would allow bylaw officers to swear information in court in a long-form affidavit which includes information regarding the bylaw offences, and (ii) operationally, senior staff will be involved from the beginning of the process and will direct how staff should proceed.

It was moved and seconded

- (1) That Bylaw Enforcement Officer Bylaw No. 9742, Amendment Bylaw No. 9846 be introduced and given first, second and third readings; and*
- (2) That all previous bylaw prosecutions, including the swearing informations, by City staff be authorized by Council.*

**CARRIED**

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AGENDA ADDITION

It was moved and seconded

*That "Council Code of Conduct" be added to the agenda as Item No. 4.*

**CARRIED**

4. **COUNCIL CODE OF CONDUCT**

(File Ref. No.: ) (REDMS No.)

A printed handout of the Local Government Management Association (LGMA) Code of Ethics was distributed to Committee on table (attached to and forming part of these minutes as Schedule 1.) In addition, a staff memorandum regarding a Council Code of Conduct dated September 17, 2018 from the Director, Corporate Programs Management Group was distributed to Committee (attached to and forming part of these minutes as Schedule 2.)

Discussion ensued in regards to implementing a code of conduct for Richmond City Council by utilizing the LGMA Code of Ethics as an example.

As a result, the following **motion** was introduced:

*That staff review code of conduct options and codes of conduct implemented in other municipalities and report back following the November 5, 2018 Inaugural Council meeting.*

The question on the motion was not called as discussion took place on the use of a code of conduct in other municipalities.

The question on the motion was then called and it was **CARRIED** with Cllrs. Dang, McNulty, and McPhail opposed.

ADJOURNMENT

It was moved and seconded

*That the meeting adjourn (4:36 p.m.).*

**CARRIED**

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**Monday, September 17, 2018**

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Certified a true and correct copy of the Minutes of the meeting of the General Purposes Committee of the Council of the City of Richmond held on Monday, September 17, 2018.

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Mayor Malcolm D. Brodie  
Chair

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Amanda Welby  
Legislative Services Coordinator



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## Code of Ethics

Certain ethical principles shall govern the conduct of any member of the Local Government Management Association of British Columbia, who shall:

1. Maintain the highest ideals of honour and integrity in public and personal relationships and discharge faithfully the duties of office without fear or favour.
2. Not use confidential information for the personal profit of themselves or others, nor for the purpose of gaining promotion, nor shall he/she misuse public time in the pursuit of such objectives.
3. Not deal in property directly or indirectly within the municipality he/she serves other than his/her personal residence without first informing the Municipal Council, in writing, in open Council Meeting.
4. Declare his/her direct or indirect interest in any enterprise, which proposes to transact business with his/her municipality.
5. Declare his/her interest, direct or indirect, in any property, which is subject to a rezoning proposal or subdivision within his/her municipality.
6. a) Report to the Senior Administrative Officer any conflict of interest or potential conflict of interest of which he/she is aware involving himself/herself or his/her family, or any other officer in the municipality.  
  
b) As Senior Administrative Officer, report to the Municipal Council any conflict of interest or potential conflict of interest of which he/she is aware involving himself/herself or his/her family, or any other municipal officer in the municipality.
7. Continually strive to improve his/her professional ability and to encourage the development of competence of his/her associates in serving the municipality.
8. Recognize that the chief function of a municipal officer at all times is service to his/her employer, and to the public.
9. Carry out his/her duties with impartiality and equality of service to all.
10. Avoid any situation, which could impair his/her judgment in the performance of his/her duties or give that impression to others.
11. Not knowingly engage in any unlawful activity.
12. Not conduct themselves in any way that would detract from the image of integrity or professionalism of the Association.
13. When he/she becomes aware of reasonable grounds to believe that transgression of the Code of Ethics is taking place on the part of any other member, report the apparent transgression to the Ethics Committee of the Association.

- [Code of Ethics Complaint Procedure](#)



Regular Council  
Monday, September 10, 2018

NEW BUSINESS

Council discussed the Local Government Management Association of British Columbia's (LGMA) code of ethics and staff were directed to examine the implementation of a code of ethics for members of Richmond City Council similar to the LGMA code of ethics and report back at the next General Purposes Committee meeting.

BYLAWS FOR ADOPTION

R18/15-10

It was moved and seconded

*That the following bylaws be adopted:*

*City Centre District Energy Utility Bylaw No. 9895*

*Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 8714*

**CARRIED**

R18/15-11

It was moved and seconded

*That Garden City Lands Soils Deposit Fees Bylaw No. 9900 be adopted.*

**CARRIED**

Opposed: Cllrs. Day

Steves

R18/15-12

It was moved and seconded

*That Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9903 be adopted.*

**CARRIED**

Opposed: Cllrs. Day

Steves



# City of Richmond

Schedule 2 to the Minutes of the General Purposes Committee meeting of Richmond City Council held on Monday, September 17, 2018.

TO: MAYOR & EACH COUNCILLOR  
FROM: CITY CLERK'S OFFICE

## Memorandum Administration

**To:** Mayor and Councillors **Date:** September 17, 2018

**From:** Jason Kita **File:** 01-0103-01/2018-Vol 01  
Director, Corporate Programs Management Group

**Re:** **Council Code of Conduct**

This memo is in response to the discussion that took place at the Council Meeting on September 10, 2018 regarding the Local Government Management Association of British Columbia's code of conduct. Staff were directed to examine the implementation of a code of ethics for members of Richmond City Council similar to the LGMA code of conduct and report back at the next General Purposes Committee meeting.

The Union of BC Municipalities (UBCM), the Province of British Columbia (Ministry of Municipal Affairs and Housing), and the LGMA formed a *Working Group on Responsible Conduct*. The Group was created to undertake collaborative research and policy work around issues of responsible conduct of local government elected officials. The Group produced a model Code of Conduct for local government councils that establishes a set of principles and general standards of conduct. At the recent UBCM Convention on September 12, 2018, a clinic was held outlining how this model Code of Conduct can be effectively used by local government councils. The model Code of Conduct was distributed to Mayor and Councillors in a memo titled "Conflict of Interest Policies for Councillors: survey" dated September 7, 2018 from the City Solicitor.

Staff have reviewed the Code of Conduct model and recommend the following:

1. That staff use the model Code of Conduct created by the Working Group on Responsible Conduct as a base to create a draft Code of Conduct for Richmond City Council.
2. That a Code of Conduct for Richmond City Council be considered using the Working Group's Code of Conduct as a base or any other model, following the Inaugural Council Meeting scheduled for November 5, 2018.

It is important to note that the Code of Conduct, once approved, should be applicable to the Council that approves it (subject to any changes the approving Council may wish to make to it) and any future Council will need to adopt their own Code of Conduct.

If Council prefers a different Code of Conduct or changes to the Code of Conduct presented at the Inaugural Council Meeting, Council can direct staff to make the necessary changes.

  
Jason Kita  
Director, Corporate Programs Management Group

Pc. SMT

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SEP 17 2018

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