

THE CORPORATION OF THE  
**CITY OF WHITE ROCK**  
15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



**POLICY TITLE: USE OF ELECTED OFFICIAL OFFICE –  
OFFICIAL TITLE**

**POLICY NUMBER: COUNCIL - 151**

<i>Date of Council Adoption: June 27, 2016</i>	<i>Date of Last Amendment: March 30, 2020</i>
<i>Council Resolution Number: 2016-353; 2020-157</i>	
<i>Originating Department: Corporate Administration</i>	<i>Date last reviewed by the Governance and Legislation Committee: March 9, 2020</i>

**Policy:**

A Council member's "office" includes the use of an official title, e-mail address, letterhead, or signature line, and includes any action by the Council member that suggests or can be reasonably perceived to suggest that the Council member is acting in or relying on their official role.

Council members must not purport to act or speak on behalf of Council unless authorized by Council. Further, Council members must not use their office for any purpose other than for the exercise of their official duties or functions.

The following is a non-exhaustive list of activities that are contrary to this policy:

1. Council members must not use their official title (i.e. "Councillor" or "Mayor") in personal or business communications.
2. Council members must not use their office for their own private advantage or personal gain or the advantage or gain of a family member, friend or associate, business or otherwise.
3. Council members must not use their office to secure preferential treatment or improperly influence the decision of another person or body, beyond that which Council members normally engage on behalf of their constituents in the exercise of their official duties.

**Rationale:**

The purpose of this policy is to clarify supported circumstances for the use of elected official titles.