



**REGULAR MEETING  
OF GOVERNANCE AND ETHICS STANDING COMMITTEE  
MINUTES**

Monday, June 17, 2024, 11:00 a.m.  
Flute Room at Municipal Hall  
4325 Blackcomb Way, Whistler, BC V8E 0X5

PRESENT: Mayor, J. Crompton  
Councillor, C. Jewett  
Councillor, R. Forsyth

STAFF PRESENT: Chief Administrative Officer, V. Cullen  
General Manager of Corporate Services and Public Safety, T. Battiston  
General Manager of Community Engagement and Cultural Services,  
K. Elliott  
Corporate Officer/ Manager of Legislative Services, P. Lysaght  
Deputy Corporate Officer, C. Hodgson  
Special Legal Projects, B. Vagelatos  
Legislative Services Administrative Assistant, E. Jedrasiak

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**1. CALL TO ORDER**

*Councillor R. Forsyth recognized the Resort Municipality of Whistler is grateful to be on the shared, unceded territory of the Lílwat People, known in their language as Lílwat7úl, and the Squamish People, known in their language as Skwxwú7mesh. We respect and commit to a deep consideration of their history, culture, stewardship and voice.*

**2. ADOPTION OF AGENDA**

Moved By J. Crompton

Seconded By C. Jewett

**That** Governance and Ethics Standing Committee adopt the Regular Committee agenda of June 17, 2024.

CARRIED

**3. ADOPTION OF MINUTES**

Moved By J. Crompton

Seconded By C. Jewett

That Governance and Ethics Standing Committee adopt the Regular Committee minutes of May 9, 2024.

CARRIED

**4. PRESENTATIONS AND DELEGATIONS**

**4.1 Council Correspondence**

The Governance and Ethics Standing Committee (GAESC) discussed the possibility of moving the Council correspondence agenda item to the beginning of the Regular Council Meeting. This change aims to prevent the public from waiting until the end of the meeting to hear correspondence directed to the Council. GAESC members expressed concern that with this approach important reports would be presented too late during Regular Council Meetings. Additionally, RMOW's current practice aligns with most communities across the province.

The GAESC discussed the possibility of moving certain Council Correspondence items to the beginning of meetings. Staff confirmed that correspondence from members of the public are moved up in the agenda in circumstances where that person has signed up to speak at the Council meeting, or plan to be in attendance and have notified staff in advance.,

The GAESC members agreed to explore the possibility of running a pilot project to test various options regarding the order of Council correspondence items on the agenda at a future GAESC meeting.

GAESC agreed to bring forward the consent agenda at a future committee meeting.

**4.2 Council Procedure Amendment Bylaw No. 2418, 2024 and Council Policy A-29: Council Correspondence**

Staff presented on additional updates to the Council Procedure Bylaw 2207, 2018 that will be presented to Council through "Council Procedure Amendment Bylaw (Presentations, Delegations, COTW and Code of Conduct) No. 2418, 2024" (Procedure Amendment Bylaw) as well as updates to *Council Policy A-29: Council Correspondence*.

### Procedure Amendment Bylaw

In addition to amendments presented to GAESC on March 12, 2024, the following new amendments to the Council Procedure Bylaw were proposed:

- a) Section 4.1 – Minutes: Summaries of discussion, comments, or questions may be recorded at the discretion of the Corporate Officer, except for section 4.6(vi) [Public Comment] which shall reflect the name of the speaker and the topic of submission;
- b) Section 4.6 – Order of Business at Council Meetings: Delegations and Presentations will constitute separate agenda item;
- c) Section 4.10 – Correspondence: Correspondence can be received up to 12:00 p.m. on the Wednesday before the scheduled Council Meeting and late correspondence can be received until 12:00 p.m. on the day of a Regular Council Meeting, if it pertains to an item on the agenda for that meeting;
- d) Section 4.33 – Presentations: Council may invite a person(s) or organization(s) to make a presentation. The maximum time permitted for a presentation is 30 minutes.

### Council Policy A-29: Council Correspondence

Policy A-29, initially adopted on August 8, 2006, outlines how the Council should handle various types of correspondence. The following amendments to P A-29olicy were proposed to align with current practice:

- a) Section 3.1: All correspondence sent to the Legislative Services Department (LSD) where the author is seeking a specific response will be placed on the Regular Council Agenda;
- b) Section 3.2: All correspondence sent to LSD for information only will be placed on the Regular Council Agenda;
- c) Section 3.3: All correspondence planned to be included in the Regular Council Agenda will be emailed to Council and senior staff on a bi-weekly basis;
- d) Section 3.4: All correspondence that contains advertising shall not be placed on the Regular Council Agenda;
- e) Section 3.5: All correspondence that contains derogatory comments about an identifiable individual shall not be included on the Regular Council Agenda;
- f) Section 3.6: All correspondence received by the Mayor or Council by email should be forward to LSD to be added to the Regular Council Agenda.

Moved By J. Crompton

Seconded By C. Jewett

**That** the Governance and Ethics Standing Committee endorse “Council Procedure Amendment Bylaw (Presentations, Delegations, COTW and Code of Conduct) No. 2418, 2024” and the proposed amendments to *Council Policy A-29: Council Correspondence*.

CARRIED

#### **4.3 Elected Officials Oath of Office Bylaw No. 2414, 2024**

Staff presented on the “Elected Officials Oath of Office Bylaw No. 2414, 2024” (Oath of Office Bylaw).

Resort Municipality of Whistler (RMOW) does not currently have its own oath of office bylaw, but rather uses the Oath of Office prescribed in the *Community Charter*. Council adopted the Code of Conduct Bylaw No. 2397, 2023 at the Regular Council Meeting on June 11, 2024. The *Community Charter* permits Council to establish its own Oath of Office by Bylaw. Staff are recommending that newly elected council members be required to swear that they will comply with the Code of Conduct Bylaw while in office. To do so, the Oath of Office Bylaw will need to be adopted.

The Oath of Office Bylaw will add, in addition to the prescribed language from the *Community Charter*, the following:

*“I will comply with the provisions of the “Code of Conduct Bylaw No. 2397, 2023”, as amended from time to time.”*

Moved By J. Crompton

Seconded By C. Jewett

**That** the Governance and Ethics Standing Committee direct staff to bring “Elected Officials Oath of Office Bylaw No. 2414, 2024” to a Regular Meeting of Council for consideration of first three readings.

CARRIED

#### **4.4 Council Remuneration Bylaw No. 2450, 2024**

Staff presented to GAES on the Council Remuneration Bylaw No. 2450, 2024 (Council Remuneration Bylaw). Council Remuneration is currently established in Council Policy A-30 For consistency, with the adoption of the Code of Conduct Bylaw, staff recommend repealing Council Policy A-30 and replacing it with the Council Remuneration Bylaw.

In addition, the Council Remuneration Bylaw also establishes the following procedure to reduce remuneration where the Investigator finds that a Council Member has breached the Code of Conduct Bylaw or submitted a frivolous or vexatious complaint:

- a) Council remuneration reduction applies for one (1) calendar year;
- b) Remuneration reductions will increase where Council Member has breached the Code of Conduct more than once;

- a. Remuneration reduction for first breach equals 10%, for second breach equals 15% and for third breach equals 25%;
- c) Remuneration reductions will cumulate if the Council Member has breached the Code of Conduct more than once per calendar year;
- d) The remuneration shall not be reduced if Council Member took all reasonable steps to avoid the breach or that the breach was trivial, inadvertent or due to an error in judgment made in good faith.

Moved By J. Crompton

Seconded By C. Jewett

**That** the Governance and Ethics Standing Committee direct staff to bring "Council Remuneration Bylaw No. 2450, 2024" to a Regular Meeting of Council for consideration of first three readings.

CARRIED

**6. TERMINATION**

Moved By J. Crompton

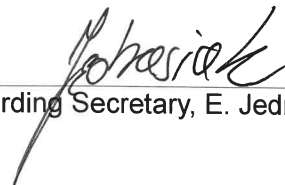
Seconded By C. Jewett

**That** Governance and Ethics Standing Committee terminate the Regular Committee meeting of June 17, 2024, at 12:17 p.m.

CARRIED



Chair, R. Forsyth



Recording Secretary, E. Jedrasiak