



REPORT | ADMINISTRATIVE REPORT TO COUNCIL

PRESENTED: April 3, 2012

REPORT: 12-035

FROM: Resort Experience

FILE: 8360

SUBJECT: RECREATION AND LEISURE ADVISORY COMMITTEE

COMMENT/RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

That the recommendation of the General Manager of Resort Experience be endorsed.

RECOMMENDATION

That Council approve the Recreation and Leisure Advisory Committee Terms of Reference, attached as Appendix A to Administrative Report No. 12-035;

That Council appoint one member of Council to attend the meetings of the Recreation and Leisure Advisory Committee in an “ex-officio” non-voting capacity; and further,

That Council direct staff to advertise for available positions on the Recreation and Leisure Advisory Committee.

REFERENCES

Appendix ‘A’: Draft Terms of Reference Recreation and Leisure Advisory Committee

PURPOSE OF REPORT

The purpose of this report is to secure Council approval for the Terms of Reference for a Recreation and Leisure Advisory Committee and to direct staff to establish the committee. The proposed Terms of Reference is provided in Appendix ‘A’.

DISCUSSION

Background

Previously Council enacted Bylaws No. 504, 1985, and No. 1425, 1999 to define a Terms of Reference for an Advisory Parks and Recreation Commission (APRC). By 2001 there were 15 different task forces and committees dealing with issues related to Parks and Recreation which created a degree of redundancy for the Commission. The APRC felt that the time for the Commission had passed and recommended to Council that the Commission not meet for a period of one year, ending February 28, 2002, at which time the need of the Commission be reviewed by Council. The Commission did not meet again.

Through the Whistler 2020 process a series of strategy Task Forces were created to help guide and implement the overall Vision. The Recreation and Leisure Task Force (RLTF) addressed the “development, delivery, and management of recreation and leisure opportunities for Whistler residents and visitors for indoor and outdoor recreation and leisure facilities, programs and initiatives.” The strategy took an integrated approach to recreation and leisure planning in Whistler

and also addressed private offerings and partnerships within and outside the community. This Task Force met two to three times per year between 2005 and 2009, and recommended numerous actions to staff.

Recreation and Leisure Advisory Committee

A deliverable in the February 2012 *Council Action Plan* is the “Re-establishment of the Parks and Recreation Committee”. Building on the previous successful efforts, staff felt it best to blend the APRC’s terms of reference with the RLTF’s descriptions of success, and then adjust to reflect current needs. The result is a new Recreation and Leisure Advisory Committee (RLAC), the proposed Terms of Reference for which are attached in Appendix A.

The RLAC is to consider indoor and outdoor recreation and leisure opportunities, services and issues, and is to be guided by the goals, objectives and policies of senior municipal documents such as but not limited to *Whistler 2020*, the *Official Community Plan*, the *Council Action Plan*, and the *Recreational Master Plan*. The term “Recreation and Leisure” is used for several reasons: it has broader scope than Parks and Recreation and more appropriately describes the vast array of opportunities available in Whistler. Recreation and Leisure also maintains language consistency across existing municipal documents.

The proposed Terms of Reference includes sections on purpose, role and mandate, composition, appointments, procedures and committee reimbursements. Representation from Tourism Whistler and the School District will be sought. All members are to be appointed by Council and are expected to serve without financial remuneration. Given the new municipal organizational structure the departments of Resort Experience (Parks Planning, Environmental Stewardship, Parks, Trails and Village Operations) and Community and Corporate Services (Recreation Facilities and Programs) will share administrative responsibilities.

Next Steps

Should Council approve the proposed Terms of Reference recommendations staff will advertise for available positions on the Committee. A list of potential candidates will be presented for Council’s consideration at a future date.

WHISTLER 2020 ANALYSIS

A Recreation and Leisure Advisory Committee would be supportive all of the objectives and descriptions of success of the W2020 Recreation and Leisure Strategy.

BUDGET CONSIDERATIONS

A modest administrative budget will be developed as part of the municipal operational budgeting process. As mentioned previously all members will be expected to serve without financial remuneration. Member expenses will not be reimbursed unless pre-approved by the Committee. The creation of the RLAC will require dedicated staff resources.

COMMUNITY ENGAGEMENT AND CONSULTATION

Following Council approval of the report’s recommendations the RLAC will be announced through *Whistler Today*. Staff will advertise for Committee members in local media and upon the municipal website.

SUMMARY

Establishment of a Recreation and Leisure Advisory Committee will build upon past successes, help support the goals and objectives of senior documents, and help provide informed input to the planning and delivery of recreation and leisure services in Whistler.

Respectfully submitted,

Martin Pardoe

MANAGER RESORT PARKS PLANNING

for

Jan Jansen

GENERAL MANAGER RESORT EXPERIENCE



RECREATION AND LEISURE ADVISORY COMMITTEE TERMS OF REFERENCE

1. PURPOSE

- 1.1 To provide an objective view in the public interest and to give impartial and informed higher level advice to municipal staff and Council on matters related to the provision and delivery of indoor and outdoor recreation and leisure opportunities, services and issues.

2. ROLE AND MANDATE

- 2.1 The Recreation and Leisure Advisory Committee (RLAC) is an advisory body authorized only to make recommendations to municipal staff and Council. It does not have the authority to approve or refuse projects and/or initiatives.
- 2.2 The guiding framework for the RLAC will be defined by the goals, objectives and policies of senior municipal documents such as but not limited to *Whistler2020*, the *Official Community Plan*, and the *Recreation Master Plan*, as well as deliverables identified in the current *Council Action Plan*.
- 2.3 The intent of the RLAC is to provide higher level feedback and direction to staff on recreation and leisure opportunities, services, and issues as guided by 2.2 above.
- 2.4 RLAC recommendations to Council and staff are to strive towards or further embed in our culture the following core values:
 - a) Residents and visitors of all ages and abilities are able to enjoy activities year-round that encourage healthy living, learning and a sense of community;
 - b) The Whistler lifestyle includes recreation and leisure, and all community members are able and encouraged to participate;
 - c) Visitors are aware of and have access to a variety of recreation and leisure offerings at a range of price points;
 - d) The resort community is globally recognized as a leader in innovative recreation products and services;
 - e) Recreational experiences reflect an appropriate balance between adventure, challenge and safety, and exist within the comfortable carrying capacity of the amenity;
 - f) Quality recreation and leisure activities are delivered with exceptional service;

- g) A collaborative and comprehensive approach to developing amenities and offerings, and to resolving user conflicts is used by local and regional stakeholders;
 - h) Recreation and leisure infrastructure and practices minimize the degradation of natural areas and are transitioning toward sustainable use of energy and materials; and
 - i) Recreation and leisure is a core contributor to the Whistler economy
- 2.4 RLAC recommendations are to be supported by relevant documents such as but not limited to feasibility studies, business concepts or plan, surveys, and/or user metrics that demonstrate a good return on investment and/or a high degree of “public good” for the resort community. Ideally, all RLAC recommendations should also have the support of RMOW staff.

3. COMPOSITION

- 3.1 The Panel shall be comprised of a total of seven voting members whose qualifications, interests, and background cover two or more of the following areas, thereby providing an appropriate balance of interests within the RLAC. The interest areas are:
- a) representatives of the youth/young adult and ageing populations in the community;
 - b) a member at large representing Whistler’s families;
 - c) environmental matters as they relate to recreation and leisure;
 - d) accessibility;
 - e) outdoor recreation;
 - f) indoor recreation;
 - g) arts, culture and history;
 - h) a representative from Tourism Whistler; and
 - i) a representative from the Howe Sound School District No. 48, or at their discretion a DPAC member.
- 3.3 An employee or officer of the Resort Municipality of Whistler is not eligible to be a member of the Committee.

4. APPOINTMENTS

- 4.1 All members shall be appointed by municipal Council.
- 4.2 Council shall appoint one member of Council to attend the meetings of the RLAC in an “ex-officio” non-voting capacity to serve as a resource and to improve communication with Council.
- 4.3 Council shall appoint the General Manager of Resort Experience and the General Manager of Corporate and Community Services or his/her designate(s) to serve as a non-voting liaison member of the RLAC.

- 4.4 The remaining members shall be selected from nominees submitted by the general public respecting the interested areas listed in 3.1 above.
- 4.5 Council shall appoint each member for a one year term, except the member from the Howe Sound School District.
- 4.6 Each member may be appointed for not more than three consecutive terms, unless otherwise authorized by Council under exceptional circumstances.
- 4.7 Council shall make appointments at the beginning of each calendar year.
- 4.8 No individual may be appointed if that person is an elected representative of the Whistler Municipal Council, Howe Sound School District No. 48, or the Squamish Lillooet Regional District.
- 4.9 All members are expected to:
 - a) Attend a minimum of 50% of meetings each year to maintain membership eligibility, unless otherwise approved by municipal Council.
 - b) Review distributed material before the meeting.
 - c) RSVP to the Committee Secretary whether or not they will attend the meeting.

5. PROCEDURES

- 5.1 All matters of order, privilege and procedure not provided for in this bylaw or the *Community Charter* or Council Procedure Bylaw #1659 are governed by Roberts' Rules of Order.
- 5.2 Chairperson
 - a) The RLAC shall elect a Chairperson and an alternate from among its members by a majority silent vote of the Committee members at its first meeting in a new calendar year.
 - b) The Chairperson and alternate shall be elected for a term of one year.
 - c) Following the resignation or death of the Chairperson or alternate, the RLAC shall elect a successor to complete the term.
 - d) The Chairperson shall be a full voting member of the RLAC.
 - e) In the absence of the Chairperson the alternate shall act on his/her behalf.
- 5.3 Meeting Quorum
 - a) Meeting quorum shall consist of four voting members.
 - b) Recommendations of the RLAC shall be made by a majority of members in attendance at a meeting, and provided a quorum is present at that meeting.

5.4 Meetings

- a) The Committee shall convene once every two months during business hours. Time of day is to be decided by the majority of Committee members. Additional meetings may be scheduled as circumstances warrant.
- b) The Committee Secretary on request of the Chairperson or alternate may call a meeting of the Committee upon giving at least 48 hours notice to each member.
- c) Notice of meeting may be waived by the consent of a majority of the members of the Committee.
- d) All meetings of the RLAC are open to Members of Council, members of other Committees of Council, the general public, and those others as invited by the Chairperson as ex-officio members. All are without voting privileges.
- e) Periodically, or on an as need basis, the RLAC may meet with other Committees of Council to discuss topics relevant to both Committees.
- f) Meetings shall be held in Whistler.

5.5 Staff reports and presentations must be requested by Committee resolution

5.6 All appointed members of the RLAC, with the exception of the appointed member of Council and General Managers or designates, shall have voting privileges.

5.7 Formal minutes of the proceedings shall be prepared by the Committee Secretary and reviewed by the Chairperson, for accuracy only, prior to distribution.

5.8 Upon review by the Chairperson and once ratified by the Committee, the minutes shall be placed on a Council agenda for receipt by Council, circulated to relevant staff, and made available to the interested parties and the general public on request.

5.9 The Committee Secretary shall

- a) Be the General Manager of Resort Experience or the General Manager of Corporate and Community Services or his/her designate(s).
- b) Attend all Committee meetings;
- c) Oversee all Committee procedures;
- d) Prepare and forward to Council an administrative report regarding committee nominations.
- e) Inform new members of their appointment and forward orientation packages to them;
- f) Schedule regular Committee meetings throughout the year;
- g) Prepare and forward the agenda and accompanying information for each meeting;
- h) Schedule additional meetings and site visits as required;
- i) Prepare and distribute the minutes of all Committee meetings.

5.10 Conflict of Interest

- a) A Committee member who is involved in a topic under review by the Committee must declare his/her conflict and not take part in the discussion of the topic or vote on any question in respect of the topic;
- b) Must leave the meeting for the period of time during which the topic is under consideration; and
- c) Must not attempt in any way, whether before, during or after the meeting to influence the voting on any question in relation to the topic.

6. COMMITTEE REIMBURSEMENTS

- 6.1 All members of the Recreation and Leisure Advisory Committee shall serve without financial remuneration
- 6.2 Members expenses will not be reimbursed unless pre approved by the Committee.

Committee Terms of Reference approved by Council ____ day ____, ____.