



## **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, while achieving a balance between infrastructure and our unique natural environment.

### 2.ROLE AND MANDATE

- 2.1 The intent of the Recreation and Leisure Advisory Committee (RLAC) is to provide higher level feedback and advice to staff, as required, on recreation and leisure opportunities, services, and issues focused on the implementation of the Recreation and Leisure Master Plan, and on strategic priority issues identified by the RLAC and/or staff. Feedback provided by the RLAC will be taken as advice to inform further actions by staff and Council.
- 2.2 RLAC meetings may include topics for information and discussion that do not require RLAC feedback or advice. Opportunities for discussion on these additional topics will be provided once topics requiring feedback and advice have been covered.
- 2.3 The guiding framework for the RLAC will be defined by the OCP's Community Vision, the goals in the RLAC Terms of Reference, as well as the goals, objectives and policies of senior municipal documents such as but not limited to the *Official Community Plan*, the *Economic Partnership Initiative* report, the *Recreation and Leisure Master Plan*, as well as deliverables identified in the current *Corporate Plan* or other relevant documents.

### 3.GOALS

- 3.1 RLAC recommendations to Council and staff are to strive towards or further embed in our culture the following goals:
- 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) Residents and 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 offering innovative & inclusive recreation products, activities and services to meet the needs of residents and visitors;
  - 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
- 3.2 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 be strategic in nature and have the support of RMOW staff.

#### 4.COMPOSITION

- 4.1 The Committee shall be comprised as follows:
- a) Between seven and ten Community 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:
    - I. Representatives of the youth/young adult and ageing populations in the community;
    - II. A member at large representing Whistler's families;
    - III. Environmental matters as they relate to recreation and leisure;
    - IV. Accessibility;
    - V. Outdoor recreation;
    - VI. Indoor recreation; and
    - VII. Arts, culture and history.
  - b) Three additional Partner Members who are representatives of the following organizations, at the discretion of each organization, as follows:
    - I. Tourism Whistler;
    - II. Howe Sound School District 48 or, at their discretion, a DPAC member; and
    - III. Whistler Sports Legacies.
  - c) A member of municipal Council as per 5.3 below.
  - d) Members of municipal staff as a Liaison Member as per 5.4 below.

#### 5.APPOINTMENTS

- 5.1 Council shall make appointments within 3 months of the end of any Community Members' term.
- 5.2 Community Members shall be appointed as follows:
- a) By municipal Council respecting the interested areas listed in 3.1 above;
  - b) For a two year term;
  - c) For not more than two consecutive terms, unless otherwise authorized by Council under exceptional circumstances; and
  - d) No individual may be appointed as a Community Member if that person is an elected representative or employee of the Resort Municipality of Whistler, a Partner Member (as defined by 4.1b above), or the Squamish Lillooet Regional District.
- 5.3 Council shall appoint one member of Council to attend the meetings of the RLAC to serve as a resource and to improve communication with Council.
- 5.4 Council shall appoint, as a non-voting Liaison Member, the General Manager of Resort Experience and the General Manager of Corporate and Community Services or his/her designate(s).
- 5.5 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.
- 5.6 Individuals missing three consecutive meetings without due cause will be asked to resign from the Committee.

## 6.PROCEDURES

- 6.1 All matters of order, privilege and procedure not provided for in this bylaw or the Community Charter or Council Procedure Bylaw #2207, 2018 are governed by Roberts' Rules of Order.
- 6.2 Chairperson
- a) The RLAC shall elect a Chairperson and an alternate from among its Community 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 two years.
  - 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.
- 6.3 Meeting Quorum and Voting
- a) Meeting quorum shall consist of six 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.
  - c) All appointed members of the RLAC as identified in 4.1 a, b and c above shall have voting privileges.
  - d) General Managers or their designate(s) identified in 4.1 d above shall not have voting privileges.
  - e) Recommendations must be supported by a simple majority vote. In the case of a tie vote the recommendation will be defeated.
- 6.4 Meetings
- a) The Committee shall convene once every two months during business hours, or upon a schedule established by the Chair and Secretary as needed. 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 in accordance with the terms outlines in Council Procedure Bylaw #2207, 2018.
  - c) Periodically, or on an as need basis, the RLAC may meet with other Committees of Council to discuss topics relevant to both Committees.
  - d) RLAC may meet in a closed meeting in accordance with the Community Charter.
  - e) Meetings shall be held in Whistler.
- 6.5 Staff reports and presentations must be requested by Committee resolution.

- 6.6 Formal minutes of the proceedings shall be prepared by the Committee Secretary and reviewed by the Chairperson, for accuracy only, prior to distribution.
- 6.7 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.
- 6.8 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.
- 6.9 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.

## 7.COMMITTEE REIMBURSEMENTS

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

Committee Terms of Reference approved by Council 26<sup>th</sup> day February, 2019.