

FE&A OVERSIGHT COMMITTEE
TERMS OF REFERENCE

1. PURPOSE OF COMMITTEE

- a. To apprise Council on matters relating to the planning and delivery of the FE&A Program
- b. To provide recommendations to the Finance & Audit Committee on matters related to the FE&A Program
- c. To receive and review recommendations made by the FE&A Working Group on matters relating to:
 - i. Programming strategies
 - ii. Marketing and communications strategies
 - iii. Augmentation and support criteria, policy and procedures
 - iv. Program budget allocations

2. GUIDING PRINCIPLES

- a. The guiding principles for the FE&A Program are derived from the Community Charter, Resort Municipality Initiative (Grant) Program, RMOW's Resort Development Strategy and Whistler 2020

3. COMPOSITION OF COMMITTEE

- a. The Committee shall be composed of five members
- b. The members shall be composed of the following:
 - i. One member-at-large who shall serve as Chair
 - ii. One member of Council
 - iii. One member of Tourism Whistler
 1. President or delegate
 - iv. Two members of the Resort Municipality of Whistler's staff including:
 1. Chief Administrative Officer or delegate
 2. General Manager of Resort Experience or delegate
- c. Members are to be approved by Council
 - i. Any changes to the membership will require Council approval
- d. The Committee shall invite other stakeholders to meetings as required for discussions from time to time

4. TERM

- a. Council Member
 - i. The Committee member representing Council has been appointed by Council and will serve up to a three-year term running concurrently with their election to Council
- b. Representatives of Tourism Whistler
 - i. Committee member representing Tourism Whistler has been appointed by their respective organization. There is no minimum or maximum time period for a representative from Tourism Whistler
- c. Member-at-Large
 - i. The Committee member that has been appointed as a "Member-at-Large" will serve a two year term. This member shall re-apply to Council at the end of their term if they wish to remain on the Committee. There is no maximum time period for a Member-at-Large on the Committee, subject to reappointment by Council
 - ii. Member-at-Large shall be selected based on their qualifications, experience and balanced perspective pertaining to the matters which will be addressed by the Committee

5. CHAIR

- a. The Committee Chair shall be appointed by Council.

6. MEETING PROCEDURES

- a. The proceedings of the Committee are to be governed by Roberts Rules of Order (newly revised) according to Procedure Bylaw NO. 1659, 2004

7. MEETINGS

- a. Meeting dates will be determined at the first meeting of the Committee
- b. The Committee may meet on the schedule determined, or upon providing at least seven days notice to each member:
 - i. when the chair so directs
 - ii. when the Mayor so directs
 - iii. by resolution of Council
 - iv. when a majority of the Committee resolve to meet
- c. Notice of a meeting may be waived by the consent of the majority of the Committee
- d. Advisory committees are not required to give public notice of meetings (Bylaw No. 1659, 2004, Part 7 – Committees, 43a)

8. QUORUM

- a. The majority of members, including one RMOW staff representative and the Tourism Whistler representative, shall constitute a quorum
- b. Recommendations of the Committee shall be made by consensus of members in attendance at a meeting, provided a quorum is present at the meeting
- c. Dispute resolution process to be determined by the committee at the first meeting

9. CONFLICT OF INTEREST

- a. Committee members are expected to adhere to the RMOW's conflict of interest policies

10. ADMINISTRATIVE DUTIES AND RESPONSIBILITIES

- a. The General Manager of Resort Experience or designate shall be responsible to provide administrative support to the Committee. Administrative support shall perform the following duties:
 - i. Prepare the agenda for each meeting of the committee
 - ii. Keep the minutes of all meetings and proceedings. Minutes shall list meeting attendees, a general summary of discussions, resolutions of the committee and next steps
 - iii. Provide notices of meetings and the agenda for each meeting
 - iv. Provide each member of the committee and Council a copy of the minutes
 - v. On behalf of the committee, receive all correspondence, write all letters and reports, and carry out duties typically performed by a secretary