

Economic Partnership Initiative (EPI)

UPDATED Committee & Working Group - Terms of Reference

February 27th, 2013

1 DEFINITION

1.1 EPI Committee

- a) The EPI Committee¹ is comprised of local economic stakeholder organizations and community representatives— each in a unique position to contribute to the planning of Whistler’s economic future
- b) The Committee seeks to leverage the collaborative EPI process toward the following primary goals:
 - i. Growing the Resort Community economy
 - ii. Building confidence in the Resort Community economy
 - iii. Encouraging re-investment
- c) Consider and prepare recommendations regarding municipal Resort Municipality Initiative (RMI) expenditures

1.2 EPI Working Group

- a) The EPI Working Group is comprised of appointed staff from participating EPI organizations as directed by the EPI Committee and, as required, other individuals or resort community representatives

2 PURPOSE OF THE ECONOMIC PARTNERSHIP INITIATIVE

2.1 EPI Committee

- a) Identify, share and consider key current and anticipated economic trends, challenges and opportunities of key relevance to the resort community of Whistler
- b) Develop a statement of Whistler’s economic goals, priorities and targets
- c) Participate in an ongoing process designed to produce a regularly updated plan to promote and advance the economic success of the Resort Community
- d) Meet regularly to consider the implications of 2.1(b), and to develop strategic recommendations to best leverage the community’s collective resources toward the economic sustainability of resort community
- e) Make recommendations as to key economic studies, research, and reporting that may be required to collectively inform the community, and upon which to base key future decision making
- f) Provide recommendations on the annual expenditures of the Resort Municipality Initiative (RMI) Funds
- g) Collaborate and coordinate efforts to deliver on the annual priorities and recommended initiatives identified through the strategic planning process of the EPI
- h) Advance organizational collaboration and alignment across the Resort
- i) Implement, or cause to be implemented, the recommended initiatives of the EPI committee

2.2 EPI Working Group

- a) Collectively provide technical support, advice and draft recommendations to the EPI Committee for Committee consideration

¹ formerly established for the purposes of Resort Municipality Initiative (RMI) oversight

- b) When directed, solicit additional input from within the membership and staff of their respective EPI participant organizations or their membership, and from other sources, regarding the draft materials of the EPI
- c) Meet regularly to provide and compile the background research, draft policy development, and potential recommended initiatives for the consideration of the EPI Committee
- d) Present to the EPI Committee as directed
- e) Implement, or cause to be implemented, the recommended initiatives of the EPI committee

3 GUIDING PRINCIPLES

- a) *Maintain a competitive advantage in destination report marketplace by focusing on key strengths and differentiators*
- b) *Sustain a strong, year-round economy that is supportive of our world-class mountain tourism product*
- c) *Support a competitive return on investment*
- d) *Ensure balanced and effective use of limited financial, social and natural resources*
- e) *Effectively adapt to changing external conditions*
- f) *Promote a creative small businesses sector that thrives by offering unique products and services with high customer appeal*
- g) *A skilled workforce supports local economy, and the local economy supports a skilled workforce*
- h) *Promote a physical and social infrastructure that attracts jobs and investment*
- i) *Effective and collaborative partnerships strategically support economic health*
- j) *Investment in business and infrastructure is facilitated in an efficient and effective manner*

4 COMPOSITION OF THE EPI

4.1 EPI Committee

- a) Participation on the EPI Committee is as follows:
 - i. One participant from the Hotel Association of Whistler (HAW)
 - ii. Two participants from the Resort Municipality of Whistler
 - iii. One participant from Tourism Whistler
 - iv. One participant from Whistler Blackcomb
 - v. One participant from the Whistler Chamber of Commerce
 - vi. One Member-at-Large
 - vii. One representative from Whistler Council
 - viii. The Mayor of Whistler Council
- b) The chair of the EPI will be the CAO of the RMOW
- c) Changes to the participation on the EPI will need to be approved by RMOW Council

4.2 EPI Working Group

- d) As needed, the EPI Committee will appoint an EPI Working Group comprised of staff from participant organizations and other individuals to support the work of the EPI Committee

5 TERM

5.1 Committee Member

- a) There is no minimum or maximum time period for representation for participant organizations.

5.2 Working Group Member

- a) The EPI Working Group will be reviewed annually by the EPI Committee and may be amended on an ongoing basis. There is no minimum or maximum time period for representation.

6 MEETING PROCEDURES

6.1 EPI Committee

- a) The proceedings of the Committee will be of a working session format and will follow the agreed upon meeting agenda
- b) Working Group members may be invited to participate in a portion, or all of a Committee as determined by the EPI Committee.

6.2 EPI Working Group

- a) The proceedings of the Working Group will be of a working session format and will follow the agreed upon meeting agenda
- b) In addition to regular meetings, substantial Working Group activity will be completed independently and shared digitally with other Working Group members.

7 MEETINGS

7.1 EPI Committee

- a) The EPI Committee will meet:
 - i. On a schedule determined at the first formal meeting of the Committee
 - ii. As agreed to providing at least seven days' notice to each member (notice of meeting may be waived by the consent of the majority of the Committee)

7.2 EPI Working Group

- a) The EPI Working Group will meet:
 - i. On a schedule determined at the first formal meeting of the EPI Committee
 - ii. Additionally, as required and directed by the EPI Committee

8 QUORUM

8.1 EPI Committee

- a) Five members of the Committee shall constitute quorum
- b) Recommendations of the EPI Committee shall be made by consensus of members in attendance at a meeting, provided a quorum is present at the meeting
- c) If consensus cannot be reached, a majority opinion will form the recommendation of the Committee. Dissenting views will be noted and presented alongside the Committee recommendation.

8.2 EPI Working Group

- a) Recommendations of the EPI Working Group shall be made by consensus of members in attendance at a meeting
- b) If consensus cannot be reached, a majority opinion will form the recommendation of the Working Group. Dissenting views will be noted and presented alongside the Working Group recommendation.

9 REPORTING

- a) The EPI Committee will provide regular updates to Council and the public to ensure a high level of community support and engagement with both the EPI process as well as key products (reports/plans etc.) produced by the Committee.
- b) Make recommendations to Council and the RMOW Finance & Audit Committee with respect to RMI planning and expenditures.

10 CONFLICT OF INTEREST

- c) Committee and Working Group participants are expected to adhere to standard conflict of interest policies
- d) Council members must adhere to the RMOW's conflict of interest policies consistent with Council Policy A-21.

11 CODE OF CONDUCT

- a) Each participant of the EPI Committee and Working Group must at all times fully comply with applicable federal, provincial and municipal laws and should avoid any situation, which could be perceived as improper or unethical.
- b) All participants are expected to be sufficiently familiar with any legislation and bylaws that apply to their position on the EPI Committee.
- c) All participants will ensure that the confidentiality of confidential information is maintained.
- d) All participants must not engage in any financial transactions, contracts, or private arrangements for personal profit, which accrue from or are based upon confidential or non-public information, which the member gains by reason of his/her position as a participant on the EPI Committee.
- e) Confidential information that members receive through their position on the EPI Committee and/or Working Group must not be divulged to anyone other than persons who are authorized by Council to receive the information. A member of the EPI Committee or Working Group must not use information that is gained due to his or her position or authority, which is not available to the general public, in order to further the participant's private interest. Participants must not offer such information to spouses, associates, immediate family, friends, or persons with whom the member is connected by frequent or close association.

12 ADMINISTRATIVE DUTIES AND RESPONSIBILITIES

12.1 EPI Committee

- a) The RMOW will be primarily responsible to provide administrative support to the EPI Committee including:
 - i. Prepare the agenda for each meeting
 - ii. Keep the minutes of all meetings and proceedings. Minutes will list meeting attendees, a general summary of discussions, resolutions of the Committee and next steps
 - iii. Provide each participant with notice of meetings and the agenda for the meeting
 - iv. Provide each participant with a copy of the minutes
 - v. On behalf of the EPI Committee, receive all correspondence, write all letters and communiques, and carry out duties typically performed by a secretary
- b) The EPI Working Group will collectively undertake all background research, assessments and presentation materials as directed by the EPI Committee – these responsibilities are not the direct responsibility of the RMOW

12.2 EPI Working Group

- a) The RMOW will be responsible to provide simple administrative support to the EPI Working Group including:
 - i. Prepare the agenda for each meeting
 - ii. Provide each participant with notice of meetings and the agenda for the meeting
- b) All other administrative responsibilities of Working Group will be shared amongst the participants of the entire Working Group.