

TERMS OF REFERENCE

SELECT COMMITTEE OF COUNCIL:

LIQUOR LICENCE ADVISORY COMMITTEE

Council Adoption: July 24, 2018

PURPOSE OF COMMITTEE

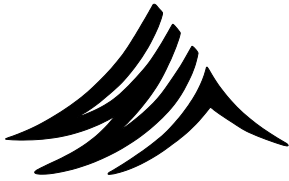
The municipal Liquor Licence Advisory Committee (LLAC or “Committee”) provides input and recommendations to municipal Council and to staff on liquor licence applications and other matters related to liquor licensing and liquor policy.

COMPOSITION

1. The LLAC will include eight voting members:
 - a. One representative from the Accommodation Sector
 - b. Three representatives from the Food and Beverage Sector:
 - i. One representing nightclubs
 - ii. One representing lounges/pubs
 - iii. One representing restaurants
 - c. The Executive Director of the Whistler Community Services Society (or a designated alternate)
 - d. The Staff Sergeant of the Whistler Detachment of the RCMP (or a designated alternate)
 - e. The Fire Chief of the Whistler Fire Rescue Service (or a designated alternate)
 - f. The Resort Municipality of Whistler General Manager of Resort Experience (or a designated alternate)
2. The LLAC will include two non-voting members:
 - a. One member of municipal Council
 - b. The Liquor Control and Licensing Branch liquor inspector

ROLE AND RESPONSIBILITIES

1. The LLAC is an advisory body authorized to make recommendations to Council and to municipal staff. It does not have the authority to approve or reject liquor licence applications or liquor policy initiatives.
2. The Whistler food and beverage and entertainment sectors are major contributors to the Whistler resort community economy and provide substantial employment opportunities. Food and beverage establishments provide visitors and residents with a range of dining and entertainment options, day and night, that enhance the resort experience. When making its recommendations, the LLAC will seek to maintain the long term economic viability and positive image of the sectors.



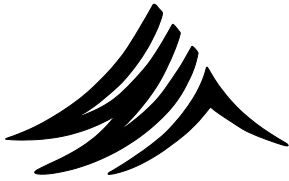
3. The guiding framework for the LLAC will be defined by the goals, objectives and policies of Whistler2020 Comprehensive Sustainability Plan, the Official Community Plan, the Economic Partnership Initiative report and other resort-wide planning documents.
4. The structure and appointments to the LLAC have been established by Council to provide representation from key community stakeholders and municipal staff. These representatives are expected to provide insight and comments on their particular areas of interest as input into the review and licensing recommendations of the LLAC.
5. LLAC members are expected to represent the interests of their business sector or public service organization and to also consider the broader interests of the Whistler resort community.
6. When making its recommendations, the LLAC will consider impacts on the health, safety and enjoyment of Whistler's residents and visitors.
7. The guiding principles, policies, responsibilities, criteria and processes of Council Policy G-17 *Municipal Liquor Licensing Policy* will guide the review and recommendations of the LLAC.

APPOINTMENTS

1. The Accommodation Sector and Food and Beverage Sector representatives shall be appointed by Council:
 - a. Council shall appoint members for a two-year term from the date of appointment.
 - b. Council may re-appoint a member on expiry of his or her term for one more two-year term.
 - c. Members may not be appointed for more than two consecutive terms.
2. Appointed members missing three consecutive meetings without due cause may be asked to resign from the Committee.

PROCEDURES

1. All matters of order, privilege and procedure not provided for in this Terms of Reference, the *Community Charter* or Council Procedure Bylaw No. 1659, 2004 are governed by Roberts' Rules of Order.
2. Chair and Vice-Chair
 - a. The LLAC shall elect a Chair and a Vice-Chair from among its members by a majority vote of the Committee members.
 - b. The Chair and Vice-Chair shall be elected for a term of one year but may be re-elected to a second one-year term.
 - c. The General Manager of Resort Experience or designate is not eligible to be elected Chair or Vice-Chair.
 - d. In the event of a vacancy of the Chair or Vice-Chair, the Committee shall elect a successor.
 - e. The Chair shall be a full voting member of the LLAC.
 - f. In the absence of the Chair the Vice-Chair shall act on his/her behalf. In the absence of the Chair and Vice-Chair the Secretary will act as Chair, but will not have voting privileges.
3. Secretary
 - a. The General Manager of Resort Experience or designate shall be Secretary of the LLAC.



- b. The Secretary shall provide administrative support for the Committee and shall carry out the following duties:
 - i. Attend all Committee meetings and oversee all Committee procedures.
 - ii. Prepare and forward to Council an administrative report regarding Committee nominations.
 - iii. Inform new members of their appointment and provide orientation packages to them.
 - iv. Schedule regular Committee meetings throughout the year.
 - v. Prepare and forward the agenda and accompanying information for each meeting.
 - vi. Receive all correspondence and prepare all reports for consideration by the Committee.
 - vii. Prepare the minutes of all Committee meetings. The minutes shall provide a list of meeting attendees, a general summary of discussions and the resolutions of the committee.
 - viii. Provide each member of the Committee with a copy of the draft minutes.
 - ix. Once approved by the Committee, submit the minutes for a Council agenda for receipt by Council.
4. Meeting Quorum and Voting
 - a. Meeting quorum shall consist of a majority of voting members and must include the General Manager of Resort Experience or designate.
 - b. Recommendations of the Committee must be supported by a majority of voting members in attendance at a meeting, provided a quorum is present.
 - c. In the case of a tie vote the recommendation will be defeated.
5. Meetings
 - a. The Committee shall convene once every month, when there is Committee business to conduct. Meetings will be held during business hours. Additional meetings may be scheduled as circumstances warrant.
 - b. All meetings of the Committee are open to of Council, members of other Committees of Council, the general public and other invited guests. All are without voting privileges.
6. 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. Such members must leave the meeting for the period of time during which the topic is under consideration.
 - c. Such member 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. Member expectations:
 - a. Attend a minimum of 50% of meetings each year to maintain membership eligibility.
 - b. Review distributed materials prior to a meeting and periodic e-mail referrals.
 - c. Respond to the LLAC Secretary whether or not they will attend a meeting.
8. Remuneration
 - a. All Committee members shall serve without remuneration.