

WHISTLER

TERMS OF REFERENCE

SELECT COMMITTEE OF COUNCIL: **TECHNOLOGY ADVISORY COMMITTEE**

**Council Adoption: October 18, 2016
File No. 2800**

PURPOSE OF COMMITTEE

The purpose of the Resort Municipality of Whistler's Technology Advisory Committee (RMOW TAC) is to provide impartial professional technology advice and digital thought leadership to Council on issues referred by Council or community input.

COMPOSITION

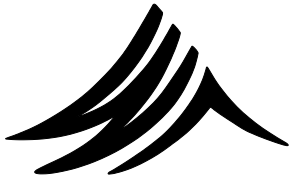
The Committee shall be composed of seven members:

- I. One Whistler Blackcomb representative
- II. One Tourism Whistler representative
- III. One Whistler Sports Legacies representative
- IV. One Whistler Chamber of Commerce representative
- V. One Arts Whistler representative
- VI. One Member-at-Large from the community technology interest
- VII. One Member of Council
- VIII. The Manager of Information Technology from the RMOW (Secretary)

Members-at-Large are to be appointed to two year terms by Council and any changes to the membership will require Council approval. The Committee shall invite other stakeholders to meetings as required for discussions from time to time. The Chairperson will be the Council representative.

A quorum includes the majority of the members of the committee and the Manager of Information Technology from the RMOW.

Recommendations of the Technology Advisory Committee shall be made by a consensus of members in attendance at a meeting, provided a quorum is present at that meeting. If a consensus cannot be reached, a majority opinion will form the recommendation of the committee. Dissenting views will be noted and presented alongside the committee's recommendations.



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RESPONSIBILITIES

The Technology Advisory Committee will report considerations and make recommendations relating to specific technology items to Council

The responsibilities of the Technology Advisory Committee are to:

- Provide a forum for the sharing of information between the technology leaders within the resort organizations;
- Enable a shared understanding of our partner technology and information services and services strategy, plans, roadmaps and processes;
- Provide business and government insights and ideas to inform broader individual resort partners IT strategic planning processes;
- Facilitate discussions for the integration and optimization of current technology and information systems, services and resources through understanding our collective resort needs and limitations;
- Provide feedback on specific concepts, ideas and proposals (policies, training, processes, etc.);
- Enable a shared understanding of future trends and proactively leverage these technologies for the ongoing development of Whistler tourism;
- Work towards Resort Digital Strategy vision that informs tourism-related IT innovation;
- Report to Council on an as-needed basis by providing Technology Advisory Committee minutes to council;
- Foster trust and openness.

MEETINGS

- I. Meetings will be held in accordance with the RMOW Council Procedure Bylaw
- II. The Technology Advisory Committee will meet quarterly or as required by chair.
- III. Additional meetings may be scheduled as circumstances warrant.
- IV. 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.