



## REGULAR MEETING OF GOVERNANCE AND ETHICS

### STANDING COMMITTEE MINUTES

Monday, May 15, 2023, 9:30 a.m.

Remote Meeting Via Zoom

<https://www.whistler.ca/municipal-gov/committees/governance-and-ethics-standing-committee>

	Mtgs. YTD
COUNCIL PRESENT: Councillor, R. Forsyth (Chair)	4
Mayor, J. Crompton	4
Councillor, C. Jewett	4
STAFF PRESENT: Chief Administrative Officer, V. Cullen	3
General Manager of Community Engagement and Cultural Services, K. Elliot	1
Corporate Officer/ Manager of Legislative Services, P. Lysaght	4
Manager of Corporate Projects, M. Comeau	3
Senior Communications Officer, E. Marriner	3
Legislative Services Administrative Assistant, P. Mendieta (Recording Secretary)	4

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#### 1. CALL TO ORDER

*Committee Chair, R. Forsyth recognized the Resort Municipality of Whistler is grateful to be on the shared, unceded territory of the Lílwat People, known in their language as Lílwat7úl, and the Squamish People, known in their language as Sk̓wxwú7mesh. We respect and commit to a deep consideration of their history, culture, stewardship and voice.*

#### 2. ADOPTION OF AGENDA

Moved By C. Jewett

Seconded By J. Crompton

**That** Governance and Ethics Standing Committee adopt the Regular Committee agenda of May 15, 2023.

CARRIED

#### 3. ADOPTION OF MINUTES

Moved By C. Jewett

Seconded By J. Crompton

**That** Governance and Ethics Standing Committee adopt the Regular Committee minutes of April 17, 2023.

CARRIED

#### **4. PRESENTATIONS AND DELEGATIONS**

##### **4.1 Committees of Council Review Project**

Erin Marriner, Senior Communication Officer, provided a brief introduction to the Committees of Council Review Project. The purpose of the project was outlined as follows:

- To ensure that the Committee Program has a clear purpose.
- To enhance the efficiency, effectiveness, and coordination of the Committee Program.
- To align the Committee topics with current municipal priorities and community needs.
- To capture and consider the input of Committee members in the municipality's work, ensuring that their contributions are valued.

The survey feedback and interviews with Committee members and Staff revealed that Committees of Council add value to the organization and Council in several ways. The following points were highlighted:

- Committees provide access to professional advice.
- Committees help solve complex problems.
- Committees enhance partner collaboration.
- Committees provide insight into priorities and industry trends.
- Committees are important for public engagement.
- Committees help facilitate the progress of actions.
- Committees provide advice to Council.

##### **Exercise 1: Exploring Committee Purpose and Procedures**

During this exercise, Committee members discussed the purpose and operations of the Committees of Council. The following points were agreed upon:

- Committees of Council should align with Council Priorities and the municipality's vision.
- The mission and vision of the Committees of Council should be included in Committee agendas and other documents.
- Committees need operational consistency, with a flexible standard operating procedure to guide Staff and Committee members

##### **Action:**

- Staff will draft a standard operating procedure that outlines consistent processes, while allowing for flexibility.

- Staff will draft a Terms of Reference template for each Committee of Council.

### **Exercise 2: Exploring Committee Topics, Roles, and Responsibilities**

During this exercise, Committee members discussed the need to review Committee topics and clearly define mandates and roles to deliver more value to the organization and the community.

It was noted that Council priorities are updated each term, whereas Committees have mostly stayed the same. It is crucial for the Committees of Council to be in alignment with the Council's priorities for the term, namely: Housing, Climate Action, Smart Tourism and Community Engagement for 2023-2026.

### **Committee of Council Diversity**

Committee members recognized the importance of diversity within Committees and explored ways to better connect with the community. The following suggestions were made:

- Consider scheduling Committee meetings at different times, such as late afternoon, to accommodate other public members.
- Conduct a survey to gather input on how the RMOW can make Committee meetings more available to the public.
- Look into existing models and standards, adapting them to the specific needs of the RMOW.
- Allow organizational representatives to provide alternates, thereby increasing flexibility and diversity within the Committee membership.

### **Action:**

- Staff will explore the Committees composition, roles and responsibilities, with a focus on promoting diversity and inclusivity.

### **Facilitation Approach and Training**

Committee members recognized the importance of defining a facilitation approach and highlighted the need for staff training. The following points were discussed:

- Committee members agreed that chairs should receive more training on this leadership role and be well-informed on the procedural requirements for chairing their meetings. This should also be increased Chair involvement in agenda preparation.
- Committee members identified the need for training Committees on effectively making recommendations to Council.
- It was noted that there is an overuse of external facilitators, and that consideration should be given to using internal facilitators when appropriate.
- Committee members discussed the distinction between chairing and facilitating a meeting, and training needed in this area.

### **Recruitment and Training Strategy**

The Committee engaged in a discussion regarding the recruitment and training strategy for Committees of Council. The following suggestions were made:

- Consider the option for some Committees to hold meetings at locations where people frequent more often, such as schools.
- Explore the involvement of the Communication department in the recruitment process to enhance outreach and attract new members.
- Capitalize on the influx of newcomers to Whistler in October and November by aligning recruitment efforts with the rhythm of the community during that period.

**Actions:**

- Staff will explore a coordinated recruitment strategy to attract a diverse range of members to Committees of Council.
- Staff will draft a training program for Committees of Council covering various aspects such as facilitation skills, roles and responsibilities, and making effective recommendations to Council.

**5. OTHER BUSINESS**

**5.1 GAESC Work Plan Update**

A discussion was held regarding the GAESC work plan and adding three new items to the work plan, namely:

- Freedom of the Municipality Procedure
- Whistler Athlete Recognition Policy
- Sister City/Friendship Procedure

**6. TERMINATION**

Moved By J. Crompton

Seconded By R. Forsyth

**That** Governance and Ethics Standing Committee terminate the Regular Committee meeting of May 15, 2023, at 11:35 a.m.

CARRIED

Chair, Ralph Forsyth



Recording Secretary, P. Mendieta

