



# WHISTLER

## MINUTES

### REGULAR MEETING OF THE GOVERNANCE AND ETHICS STANDING COMMITTEE

APRIL 19, 2021, STARTING AT 11:00 A.M.

#### Remote Meeting

Held via Zoom – Link available at <https://www.whistler.ca/municipal-gov/committees/governance-and-ethics-standing-committee>

PRESENT	Mtgs. YTD (#)
Councillor, Cathy Jewett (Chair)	1
Councillor, Jen Ford	1
Councillor, Ralph Forsyth	1
Chief Administrative Officer, Virginia Cullen	1
General Manager of Corporate and Community Services, Ted Battiston	1
Manager of Legislative Services/Corporate Officer, Brooke Browning	1
Manager of Corporate Projects, Michele Comeau	1
Recording Secretary, Lucy Wyn-Griffiths	1
REGRETS	
Manager of Communications, Gillian Robinson	0

#### Call to Order

*Councillor C. Jewett, Chair of the Governance and Ethics Standing Committee, recognized that The Resort Municipality of Whistler is grateful to be on the shared, unceded territory of the Lil'wat People, known in their language as Lil'wat7úl, and the Squamish People, known in their language as Skwxwú7mesh. We respect and call for a deep consideration of their history, culture, stewardship and voice.*

#### ADOPTION OF AGENDA

Moved by Councillor R. Forsyth

Seconded by Councillor J. Ford

**That** the Governance and Ethics Standing Committee adopt the Regular Committee Agenda of April 19, 2021.

CARRIED

## ADOPTION OF MINUTES

Moved by Councillor R. Forsyth  
Seconded by Councillor J. Ford

**That** the Governance and Ethics Standing Committee adopt the Closed Committee Minutes of July 27, 2020 as circulated.

CARRIED

*V. Cullen joined the meeting at 11:02 a.m.*

## PRESENTATIONS/DELEGATIONS

Update on  
Engagement Review

Manager of Corporate Projects, Michele Comeau, presented an update on the engagement review including deliverables and associated status of actions.

- Engagement review background
- Objectives
- Recommendations
  1. General engagement and communications:
    - establish foundational engagement tools.
  2. Council meetings and planning applications:
    - improved system to find, navigate and search Council meeting content using new software;
    - enhanced and easier to understand communications for Council meetings and planning files;
    - public engagement opportunities at council meetings;
    - public hearing and Council orientation language; and
    - review of consistency, structure and readability of Council reports.
  3. Future recommendations:
    - 4500 Northlands Boulevard model;
    - budget and annual report engagement;
    - Community Life Survey; and
    - Committee engagement.
  4. Continual evolution and improvement:
    - Corporate Goal (high level of accountability, transparency and community engagement); and
    - ongoing monitoring (CLS 2021, participation levels, feedback).

Terms of Reference

Manager of Legislative Services/Corporate Officer, Brooke Browning, presented the updated Terms of Reference for the Committee.

Moved by Councillor J. Ford  
Seconded by Councillor R. Forsyth

**That** the Committee approve the Terms of Reference and direct staff to bring the Terms of Reference forward to Council for approval.

CARRIED

Manager of Legislative Services/Corporate Officer, Brooke Browning, presented the recent survey responses regarding prioritization of initiatives and a discussion was held.

Survey Response  
Review

Moved by Councillor J. Ford  
Seconded by Councillor R. Forsyth

**That** the Committee direct staff to develop a work plan for the Committee based on the following prioritization of initiatives:

- Committees of Council Review
- Council Evaluation
- Fee for Service Policy Review
- Council Governance Manual Review
- Council Correspondence  
Process Review
- Public Q&A Process Review
- Training Opportunities

CARRIED

## **OTHER BUSINESS**

Committees of  
Council Review

Manager of Legislative Services/Corporate Officer, Brooke Browning, presented on the Committees of Council Review, including:

- The goals of the review (alignment of committee documents, improved membership diversity and to better define the terms of committees)
- The role for the Governance and Ethics Standing Committee in providing guidance on the goals of the review
- Next Steps:
  1. Information gathering - creation of a detailed spreadsheet of committees and working groups, including details on composition and committee documents
  2. Committees of Council Review presentation to Council at a future date.

