



RESORT MUNICIPALITY OF WHISTLER

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STAFF REPORT TO COUNCIL

PRESENTED: November 1, 2022 **REPORT:** 22-142
FROM: Legislative Services Department **FILE:** 3014.02
SUBJECT: 2023 COUNCIL MEETING SCHEDULE AND ACTING MAYOR APPOINTMENTS

RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

That the recommendation of the General Manager of Corporate and Community Services be endorsed.

RECOMMENDATION(S)

That Council endorse the following Regular Council Meeting Schedule for the Resort Municipality of Whistler for 2023:

January 10	January 24
February 7	February 21
March 7	March 21
April 4	April 18
May 2	May 16
June 6	June 20
July 4	July 18
August 1	
September 12	September 26
October 10	October 24
November 7	November 21
December 5	December 19

and further,

That Council appoint as Acting Mayor for the Resort Municipality of Whistler for the months of November 2022 to December 2023 (inclusive):

November:	Jen Ford
December:	Jen Ford
January:	Arthur De Jong
February:	Arthur De Jong
March:	Cathy Jewett
April:	Cathy Jewett
May:	Ralph Forsyth
June:	Ralph Forsyth
July:	Jeff Murl

August:	Jeff Murl
September:	Jessie Morden
October:	Jessie Morden
November:	Jen Ford
December:	Jen Ford

PURPOSE OF REPORT

The purpose of this report is to seek Council’s approval of the Resort Municipality of Whistler (RMOW) Regular Council Meeting Schedule for 2023 as set out in Appendix A – Regular Council Meeting Schedule for 2023, and for members of Council to be appointed as Acting Mayor for the months of November 2022 to December 2023 as set out in Appendix B – 2023 Acting Mayor Appointments.

Information Report Administrative Report (Decision or Direction)

DISCUSSION

Background

Council Meeting Schedule

In accordance with [Council Procedure Bylaw No. 2207, 2018](#) (Procedure Bylaw), RMOW Regular Council meetings are to be held on the first and third Tuesday of each month, except where the Tuesday falls after a statutory holiday, where the meetings are then to be held on the second and fourth Tuesdays. Additionally, there is to be only one meeting in August, unless otherwise resolved by Council. The Procedure Bylaw also requires that, in accordance with section 127 of the *Community Charter* that Council must establish the schedule of regular Council meeting dates, times and locations, and make the schedule available to the public annually by January 1.

Three exceptions are proposed to the days set out in the Council Procedure Bylaw:

- **January:** The Council Meetings in January are proposed to be held on the second and fourth Tuesday, due to the 2022 Christmas holiday and New Year’s Day taking place immediately before the first Tuesday of January.
- **February:** The Council Meeting on February 21st is proposed to take place after the Family Day statutory holiday on February 20, 2023.
- **September:** The Council Meetings in September are proposed to be held on the second and fourth Tuesday, in consideration of the Labour Day statutory holiday on September 4, 2023 and the UBCM Conference taking place in Vancouver on September 18-22, 2023.

Regular Council meetings will be held in the Franz Wilhelmsen Theatre at the Maury Young Arts Centre starting at 5:30 p.m. unless Council otherwise resolves.

Acting Mayor Schedule

In accordance with the Procedure Bylaw, by January 1 of each year, the Council must, from among its Members, designate Councillors to serve on a rotating basis to act in the place of the Mayor as Acting Mayor when the Mayor is absent or otherwise unable to act, or when the office of the Mayor is vacant. The proposed Acting Mayor Schedule is attached as Appendix B.

Analysis

Section 127 of the *Community Charter* requires that Mayor and Council make available to the public a schedule of the date, time and place of regular council meetings and to give notice of the availability of the schedule once per year.

If revisions are necessary to the annual schedule of Regular Council meetings, the Corporate Officer must, as soon as possible, post a notice at the defined Public Notice Posting Places and advertise in the local newspaper any revisions to the date, time, duration, location or cancellation of a Regular Council meeting.

POLICY CONSIDERATIONS

Relevant Council Authority/Previous Decisions

[Council Procedure Bylaw No. 2207, 2018](#)

Corporate Plan

The RMOW Corporate Plan is updated annually and articulates strategic direction for the organization. This section identifies how this report links to the plan.

Council Focus Areas

- Community Balance
*Effectively **balance resort and community needs** through deliberate planning, partnerships and investment*
- Climate Action
*Provide leadership to **accelerate climate action and environmental performance** across the community*
- Housing
*Advance strategic and innovative initiatives to enable and **deliver additional employee housing***
- Pandemic Recovery
*Leadership and support for **community and tourism recovery and sustainability** – priority focuses are where recovery needs intersect with other Council focus areas*
- Not Applicable

Corporate Goals

- Community character and mountain culture is reflected in municipal initiatives
- Municipal decision-making supports the effective stewardship of natural assets and ecological function
- Corporate policies and operations ensure continuous excellence in infrastructure, facility and program management

- A high level of accountability, transparency and community engagement is maintained
- Corporate financial health is optimized to ensure long-term community success
- A vibrant local economy and safe, resilient resort community is effectively reinforced by organizational activities

Community Vision and Official Community Plan

The Official Community Plan (OCP) is the RMOW's most important guiding document that sets the community vision and long-term community direction. This section identifies how this report applies to the OCP.

Chapter 2 – VISION Section 14. PARTICIPATION: *We are able to meaningfully participate in community decisions, collaborating to achieve our Community Vision.*

The RMOW strives at every opportunity for community participation and the 2023 Council Schedule gives notice and informs the community when Council will meet for Regular Council Meetings. This information is also published on the whistler.ca/council website page.

BUDGET CONSIDERATIONS

All costs associated with Council meetings and required advertising are entirely anticipated within the existing Legislative Services departmental budget.

LÍŁWAT NATION & SQUAMISH NATION CONSIDERATIONS

The RMOW is committed to working with the LÍŁwat People, known in their language as *L'il'wat7úl* and the Squamish People, known in their language as the *Skwxwú7mesh Úxwumixw* to: create an enduring relationship; establish collaborative processes for Crown land planning; achieve mutual objectives; and enable participation in Whistler's resort economy.

At all Council meetings, the Mayor formally acknowledges that the meetings are held on the LÍŁwat and Squamish Nation lands and that Council are grateful to be here.

COMMUNITY ENGAGEMENT

Level of community engagement commitment for this project:

- Inform Consult Involve Collaborate Empower

As required by the *Community Charter* section 94, an advertisement will be published in the local newspaper for two consecutive weeks prior to December 31, 2022, outlining the 2023 Regular Council Meeting schedule. The schedule will also be posted on the RMOW website and outside Municipal Hall in the Public Notice Posting areas.

The Acting Mayor appointments are available to the public through the whistler.ca/council website.

REFERENCES

Appendix A – 2023 Regular Council Meeting Schedule
Appendix B – 2022/3 Acting Mayor Appointments

SUMMARY

Staff are seeking Council's endorsement of the proposed 2023 Regular Council Meeting Schedule and Acting Mayor appointments.

SIGN-OFFS

Written by:

Marius Miklea,
Council Coordinator

Reviewed by:

Pauline Lysaght,
Manager of Legislative Services and Corporate
Officer

Ted Battiston,
Acting Chief Administrative Officer and General
Manager of Corporate and Community Services