



# WHISTLER

## MEETING OF GOVERNANCE AND ETHICS STANDING COMMITTEE

### MINUTES

Tuesday, January 3, 2023, 12:00 p.m.

Remote Meeting Via Zoom

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

		Mtgs. YTD
PRESENT:	Mayor, J. Crompton	1
	Councillor, C. Jewett	1
	Councillor, R. Forsyth	1
STAFF PRESENT:	General Manager of Corporate and Community Services, T. Battiston	1
	Corporate Officer/ Manager of Legislative Services, P. Lysaght	1
	Manager of Corporate Projects, M. Comeau	1
	Senior Communications Officer, E. Marriner	1
	Insurance, Litigation and Risk Coordinator, E. Grant	1
	Legislative Services Administrative Assistant, P. Mendieta	1

#### 1. CALL TO ORDER

*Councillor C. Jewett recognized the Resort Municipality of Whistler is grateful to be on the shared, unceded territory of the Lílwat People, known in their language as Liíwat7úl, and the Squamish People, known in their language as Skwxwú7mesh. We respect and commit to a deep consideration of their history, culture, stewardship and voice.*

#### 2. APPOINTMENT OF CHAIR

Moved By C. Jewett

Seconded By J. Crompton

**That** Ralph Forsyth be appointed as Chair of the Governance and Ethics Standing Committee (GAESC).

CARRIED

#### 3. ADOPTION OF AGENDA

Moved By C. Jewett

Seconded By J. Crompton

**That** GAESC adopt the Regular Committee Agenda of January 3, 2023.

CARRIED

**4. ADOPTION OF MINUTES**

Moved By C. Jewett

Seconded By J. Crompton

**That** GAESC adopt the Regular Committee Minutes of September 23, 2022.

CARRIED

**5. VERBAL REPORTS**

**5.1 Proposed GAESC Work Plan Priorities**

A presentation by Pauline Lysaght, Manager of Legislative Services, regarding the GAESC Work Plan Priorities for 2023.

**PROPOSED WORK PLAN PRIORITIES**

Initiative Name	Timing	Next Steps	Staff Working on Item
Committees Review Project	Q1 – Q3	Workshop six main themes from survey results	Erin Marriner & Ellen Grant
Code of Conduct Review	Q1 – Q2	Presenting Committee with CoC options	Pauline Lysaght & Brooke Browning
Council Governance Manual Review	Q1 – Q2	Brooke conducting legal review	Erin Marriner & Brooke Browning
Governance Training	Q1	Pauline to book	External Consultant
Council Correspondence Process Review	Q3		Pauline Lysaght & Brooke Browning
Public Q&A Process Review	Q4		Erin Marriner
Subsidiary/corporation review	Q2		Lucy Wyn-Griffiths
Community Engagement Review	Q4		Michele Comeau
Council Self-Evaluation	Q4		Erin Marriner

The Committee discussed the need for all RMOW committees and boards to review their Terms of Reference (ToR) so that:

- New members have the opportunity to be familiarized with the ToR mandates and responsibilities;
- Current members can review and refresh the ToR content; and
- If necessary, members can propose amendments or updates to the ToR.

Staff were supportive of the review, but reminded the Committee that amending or updating terms of reference is not something that should need to be done by a committee or board on a regular basis.

GAESC will review their ToR at the next Committee meeting to refresh their understanding of the mandate and responsibilities of this committee.

ACTION: Add to the next GAESC agenda.

Moved By                      C. Jewett  
Seconded By                  J. Crompton

**That** the GAESC Chair direct all Council Committees and Boards to review their Terms of Reference at the beginning of the year, to ensure that all members are familiarized with their ToR mandate.

CARRIED

## 5.2 Committees Review Project

A presentation by Erin Marriner, Senior Communications Officer, regarding the Committee Review Project.

### Committee Review Project - Time Line 2023

- January: GAESC Meeting- Share Project Plan.
- February-March: Interviews with staff and workshops to answer core questions.
- April-July 2023: Build the project outputs.
- August-October: Project Approvals – Committee and Community Engagement.

### Themes from Committee Surveys

- Value of Committees: committees add value to the RMOW and are our most important public engagement mechanism; we do not want to lose the program.

- Purpose of Committees: the Committee of Council program lacks an articulated purpose and framework.
- Committee Topics: there are too many committees; fewer committees with clearly defined roles/mandates would deliver more value to the organization and community.
- Committee Administration: the Committee of Council program would benefit from a more streamlined approach to administration (i.e., meeting schedules, recruitment, etc.).
- Committee Minutes & Recommendations: minutes need to be more detailed and in the Council package sooner. Committees should be advisory not informational.
- Committees Memberships, Recruitment, Training, and Roles & Responsibilities: committees lack diversity. Members would benefit from clearly defined roles and responsibilities.

#### Survey Comments

- Committees should advance Council priorities and the Official Community Plan
- Climate Action and Housing are missing committee topics
- There are too many committees; fewer committees with clearly defined roles/mandates would deliver more value to the organization and community
- Minutes need to be more detailed and in the Council package sooner
- For the most part, committee members feel engaged at meetings
- Many committee members commented they do not feel the information and recommendations put forward to Council by committees is used

#### Approach to Project

- Insights gained from surveys
- Sort into themes with core questions
- Host workshops to answer core questions
- Use decisions made in workshops to develop project outputs
- Recommendations to GAESC and Council

Committee members also identified other themes to explore in the project:

- Difficulty getting a diverse group to participate (full-time jobs vs time of meetings)
- Review of mandates to ensure committee meetings are as transparent as possible (Closed vs. Regular)
- Ensuring that the committee review take into account the goals from the 2020 Mayor's Taskforce as it related to committees and not lose sight of that direction.

### **5.3 Code of Conduct Review**

A presentation by Pauline Lysaght, Manager of Legislative Services, regarding the Code of Conduct Review.

#### Key Points

- Council has a legal obligation to review the Code of Conduct within six months of the 2022 Local Government Election.
- The current Code of Conduct was adopted in 2006 and has not been updated since then.
- The current Code of Conduct does a good job describing the obligations of the Council, but needs updating to reflect new obligations and expectations.
- Work that needs to be done:
  - Council member's remedies and actions
  - Decisions on approach to the Code of Conduct

Next Steps: staff to bring back a report on the Code of Conduct and recommendations for the Committee to consider

### **5.4 Governance Training**

A presentation by Pauline Lysaght, Manager of Legislative Services Department, regarding the Governance Training.

Staff requested input from the Committee members on specific governance areas on which Council would like to receive additional training. After discussion, Committee members decided that if personal conflicts of interest arise, the Corporate Officer will assist and guide the Councillor through this matter. No formal training as a group is needed at this time.

Staff suggested that a report to Council providing details on relevant local government case law on a regular basis would assist Council in understanding themes and trends impacting local governments.

Next Steps: Staff to provide update to Council at a future Regular Council Meeting or COTW.

**6. OTHER BUSINESS**

**6.1 Proposed 2023 GAESC Meeting Calendar**

Moved By C. Jewett

Seconded By J. Crompton

**That** the GAESC refers the proposed schedule to staff to review and set bi-monthly meetings, Monday or Tuesday preferred, two hours long for 2023.

CARRIED

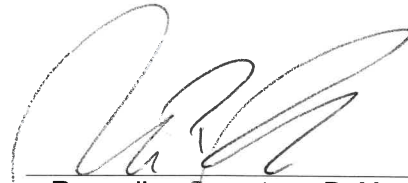
**7. TERMINATION**

Moved By C. Jewett

Seconded By J. Crompton

**That** the GAESC terminate the Committee Meeting of January 3, 2023 at 1:20 p.m.

CARRIED

  
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Chair, Ralph Forsyth  
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Recording Secretary, P. Mendieta