



WHISTLER

MINUTES

REGULAR MEETING OF THE GOVERNANCE AND ETHICS STANDING COMMITTEE

OCTOBER 26, 2021, STARTING AT 1:30 P.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)	2
Councillor, Jen Ford	2
Councillor, Ralph Forsyth	2
Chief Administrative Officer, Virginia Cullen	2
General Manager of Corporate and Community Services, Ted Battiston	2
Manager of Legislative Services/Corporate Officer, Pauline Lysaght (Recording Secretary)	1
Manager of Corporate Projects, Michele Comeau	2
General Manager of Resort Experience, Jessie-Gresley Jones	1
Manager of Cultural Planning and Development, John Rae	1
Manager of Communications, Gillian Robinson	1
Legislative Services Department Administrative Assistant, Laura Dandel	1

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 commit to 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 October 26, 2021.

CARRIED

ADOPTION OF MINUTES

That the Governance and Ethics Standing Committee adopt the Regular Committee minutes of April 19, 2021 as circulated with a minor amendment to the land acknowledgment.

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

CARRIED

PRESENTATIONS/DELEGATIONS

Update on
Committee's work
plan

Manager of Legislative Services/Corporate Officer, Pauline Lysaght, presented an update regarding priority initiatives for the Governance and Ethics Standing Committee's Action Plan 2018-2022:

Initiative (in priority order as Defined by committee)	Status/ Expected start	Notes
1. Community Engagement Review	Completed	Multi-year implementation underway
2. Updated Committee Terms of Reference	Completed	Approved at Sept 7, 2021 Council meeting
3. Committees of Council review	Q1 2022	Under consideration for 2022 operations project budget planning
4. Council Self-evaluation	Initiated	See below
5. Fee for Service Policy review	Initiated	See below Scheduled for Council on Nov 16, 2021
6. Council Governance Manual review	Q2 2022	Under consideration for 2022 project budget planning
7. Council correspondence process review	Q1 2022	Update at next meeting
8. Public Q&A process review	Q1 2022	Update at next meeting
9. Training opportunities	Q1 2022	Update at next meeting

10. Subsidiary / corporation For discussion NEW
Review

The chart presented identifies the initiatives the Governance and Ethics Standing Committee wants to accomplish, listed in priority order.

Key Points:

1. Committees of Council review: expected to commence Q1 2022.

Legislative Services has started some initial work on this item including a digital review of the whistler.ca website and Committee Information Centre, updating of membership lists, creating standard agenda, minutes templates and education sessions with recording secretaries.

Legislative Services has identified a need for an additional team member that will have Committee coordination as part of that role to further this agenda item. A full review of Council Committees will begin in Q1 2022. It was noted that most municipalities have a Committee Coordinator within their legislative services departments and that it is important work to ensure Committees fulfill their mandates.

2. Council Governance Manual review:

This is a priority, currently under consideration for the 2022 project budget planning; however this is dependent on funding.

3. Council correspondence process review: anticipated to begin Q1 2022

Discussion about the Council correspondence process review and what that might look like.

4. Public Q&A process review: anticipated to begin Q1 2022

Discussion on the Q&A process review and what mechanisms could be provided to Council to ask questions to staff.

5. Training opportunities: anticipated to begin Q1 2022

6. Subsidiary/corporation review: for discussion.

This item needs some attention and may also be an item that the new Legislative Services team member would be assisting with and taking over.

Update on Fee for
Service Draft Policy

Manager of Cultural Planning and Development, John Rae, presented an update on the Fee for Service Draft Policy including:

- An overview of the current Fee for Service (FFS) program and the new draft Fee for Service Policy. The FFS has and continues to provide assistance to Not-for-Profit organizations providing programs and or/services considered necessary or desirable to Whistler by Council.

- Explanation of the Funding Agreements with FFS funding:
 - Funded by property tax, MRDT and RMI.
 - Subject to the adoption of the annual RMOW Budget and five-year Financial Plan.
- Value-In-Kind (VIK) Agreements
 - Second type of FFS recipient are VIK agreements
 - Provision of nominal cost or no cost to Not-for-Profits for tenancy, utilities, maintenance for offices/programming space in buildings owned by RMOW.
 - Common methods to document these agreements include tenancy agreements, licenses of occupation or operation agreements.
- Provision of the overview chart of the 11 fee for service recipients in 2021.
- Explanation that there is no FFS Council Policy
 - Staff belief that this is inconsistent with the scope, scale, and importance of FFS.
 - A Council Policy would ensure a consistent approach to determining recipients, the conditions for providing the funding and amount of assistance provided.
- Confirmation that there is no strategic, financial or operational restrictions to the adoption or implementation of the FFS Policy. There are no financial implications beyond what is currently budgeted.
- Staff intend to provide public notice of intention to provide FFS before it is provided.
- Next steps
 - The Committee received the FFS draft Policy and was requested to provide feedback by Nov 3, 2021.
 - The FFS Policy will be presented for approval at the November 16 Regular Council meeting.

J. Rae left the meeting at 2:30 p.m.

Manager of Corporate Projects, Michele Comeau, presented the Council Self Evaluation process and draft survey.

Council Self
Evaluation

The purpose of the presentation was to begin the discussion around updating the Council Evaluation process.

- Origin and history of the Council Self Evaluation process

The Governance Manual was delivered in 2005 and a Council Evaluation Process was implemented in 2006. There hasn't been an evaluation since 2007.

The GAESC Committee was inactive for a period of time but was resurrected in [inse year].

- Terms of Reference: initially adopted in 2005, updated in September 2021
- Steps associated with the Council Evaluation process

Council Evaluation Process Steps	Timing	Responsible Party
Prepare the Council Evaluation Questionnaire based on the Governance Manual: <ul style="list-style-type: none"> • Operating Guidelines for Council • the characteristics of a high performance Council 	Q4 2021	Committee
Review the Questionnaire with Council and distribute it to each Councilor for discussion and recommendations	Q4 2021	Closed Council
Review the characteristics of high performing Councils with Council	Q4 2021	Closed Council
Have Council undertake the performance evaluation	Q1 2022	Council member (online)
Report to Council on the outcome of the Council performance evaluation	Q1/Q2 2022	Closed Council

- Presentation of a sample based on the 2007 survey and request for Committee's input
- Discussion on the importance of having Council undertaking the Self-Evaluation by the end of the current term to provide feedback for future Council.
- Discussion about the opportunity to add questions related to codes of conduct and work relationships with staff in the survey.

The Committee will provide feedback on the draft evaluation.

Chief Administrative Officer, Ginny Cullen, presented an introduction and discussion regarding a RMOW Subsidiary Corporation Review.

This Corporation Review is an important focus for next year. The idea is to bring a more formal proposal and ensure rules are applied consistently over all Municipal Corporations. The main goals include consistency, clarity, compliance and representation.

action items

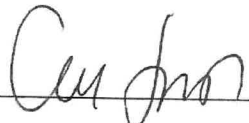
- The Committee will review the FFS draft Policy before Nov 3 to be presented at the November 16 Regular Council meeting
- The Committee will provide feedback on the draft Council Self-Evaluation
- Council Self-Evaluation process and survey to go to Council by the end of the year
- Council Self-Evaluation to be completed by Council at Q1 2022
- Corporation and Subsidiary Review aiming for Q1 2022

MOTION TO TERMINATE

Moved by J. Ford
Seconded by R. Forsyth

That the Governance and Ethics Standing Committee terminate the Meeting of October 26, 2021 at 3:08 p.m.

CARRIED


Chair, Councillor C. Jewett


Acting Recording Secretary, P. Lysaght