



REGULAR MEETING OF GOVERNANCE AND ETHICS
STANDING COMMITTEE MINUTES

Monday, July 31, 2023, 9:30 a.m.
Piccolo Room at Municipal Hall
4325 Blackcomb Way, Whistler, B.C. V8E 0X5

PRESENT: Mayor, J. Crompton
Councillor, C. Jewett
Councillor, R. Forsyth

STAFF PRESENT: Chief Administrative Officer, V. Cullen
General Manager of Corporate and Community Services, T. Battiston
General Manager of Community Engagement and Cultural Services,
K. Elliott
Corporate Officer/ Manager of Legislative Services, P. Lysaght
Senior Communication Officer, E. Marriner
Legislative Services Administrative Assistant, P. Mendieta- Recording
Secretary

1. CALL TO ORDER

Chair R. Forsyth called the Meeting to order and recognized the Resort Municipality of Whistler is grateful to be on the shared, unceded territory of the Líl'wat People, known in their language as Lil'wat7úl, and the Squamish People, known in their language as Skwx wú7mesh. We respect and commit to a deep consideration of their history, culture, stewardship and voice.

2. ADOPTION OF AGENDA

Moved By Mayor, J. Crompton

Seconded By Councillor, C. Jewett

That the Governance and Ethics Standing Committee adopt the Regular Committee agenda of July 31, 2023, amended to include Item 5.1 Community Engagement under Other Business.

CARRIED

3. ADOPTION OF MINUTES

Moved By Councillor, C. Jewett

Seconded By Mayor, J. Crompton

That the Governance and Ethics Standing Committee adopt the Regular Committee minutes of June 12, 2023.

CARRIED

4. VERBAL PRESENTATIONS

4.1 Updated GAESC Workplan

An updated 2023-2025 GAESC Work Plan was presented to the Committee by the Manager of Legislative Services, Pauline Lysaght.

The Committee requested that a stand-alone Freedom of the Municipality Policy be added to the Work Plan that will address the municipal protocol for when Freedom of the Municipality holders die.

Moved By Councillor, C. Jewett

Seconded By Mayor, J. Crompton

That the Governance and Ethics Committee approve the 2023 – 2025 GAESC Workplan with the inclusion of a new Freedom of the Municipality Policy.

CARRIED

4.2 Committees of Council Review Project

A presentation was given by Senior Communications Officer, Erin Marriner, regarding the Committee of Council Review Project (Committee Project).

A) The presentation highlighted the key objectives of the Committee Project, which are as follows:

- To ensure the committee program has a clear purpose.
- To ensure the committee program is efficient, effective, and coordinated.
- To ensure the committee topics are relevant and aligned with current municipal priorities that serve our community.
- To ensure that people participating in committees feel their time is valued.

B) The presentation highlighted the key purposes of Committees of Council that include:

- To advance Council priorities.
- To provide advice and recommendations to Council.
- To help solve complex problems through collaboration.
- To engage subject-matter experts.
- To collect community perspective.

C) The presentation highlighted the direction received from the GAESC to date:

- Clarify the purpose of Committees of Council.
- Develop draft standard operating procedures for committees, outlining consistent processes for tasks and activities with flexibility.
- Create a standardized Terms of Reference template, with flexibility.
- Explore methods to enhance diversity within committees and determine

strategies to achieve greater diversity.

- Establish a more consistent (but flexible) facilitation approach for committees and provide training to staff and committee chairs.
- Develop a coordinated recruitment strategy for committees.
- Create a training and onboarding program for new Committees of Council members.
- Implement a reporting-out process where, each January, one Committee of the Whole meeting will focus on committee updates.
- Improve coordination between the committee chair and staff liaison.
- Provide a recommended list of Standing and Select Committees of Council, as well as Working Groups or Task Forces.

GAESC Committee members discussed the challenges that Whistler as a community face concerning diversity. It was noted that there is a need to improve the Committee of Council selection process to focus on professional backgrounds and prioritize ethnic and age diversity, ensuring better representation of our community.

Committee members expressed their views on ways to enhance diversity within Committees. It was suggested that to achieve more diverse participation, a limit on the number of Committees on which a person could sit might be considered.

The importance of Indigenous participation in Committees was emphasized. It was agreed that efforts should be made to engage and include Indigenous community members in committees to ensure their perspectives and insights are heard and valued.

A table marking the differences between Standing and Select Committees, Taskforces, and Working Groups was presented.

The purposes and roles of each committee type, as well as the involvement of Council members and staff in each category were described as:

A) Standing and Select Committees:

The purpose and role of Standing and Select Committees is:

- advancing Council priorities
- providing advice and recommendations to Council
- solving complex problems through collaboration
- engaging subject matter experts, and
- collecting community perspectives

Council members have an active role in these committees, often serving as members or chairs, setting the mandate and membership, and reviewing and considering committee recommendations.

Staff members are also involved, providing administrative support and technical expertise to assist committees in their decision-making processes.

B) Taskforces:

Taskforces are established to work on specific, defined tasks or problems with a short duration (usually less than two years). Taskforces are ideal for:

- gathering information,
- reviewing and analyzing data, and
- making recommendations to Council.

Council members participate in taskforces, setting the mandate, membership, and timeline through the Terms of Reference (ToR), and reviewing and considering the recommendations brought forward by the taskforce.

Staff members contribute to Taskforces at the direction of Council, providing administrative support and technical expertise as needed.

C) Working Groups:

Working Groups are meant to foster collaboration, networking, and insights sharing among participants and to address cross-organizational issues to improve operational efficiencies. While some Working Groups may provide advice and recommendations to Council, others might focus more on collaboration and operations.

Council would receive an annual update from the Working Group during a Q1 Committee of the Whole (COTW) meeting. Recommendations from Working Groups may be taken to Council for consideration, although this is not mandatory.

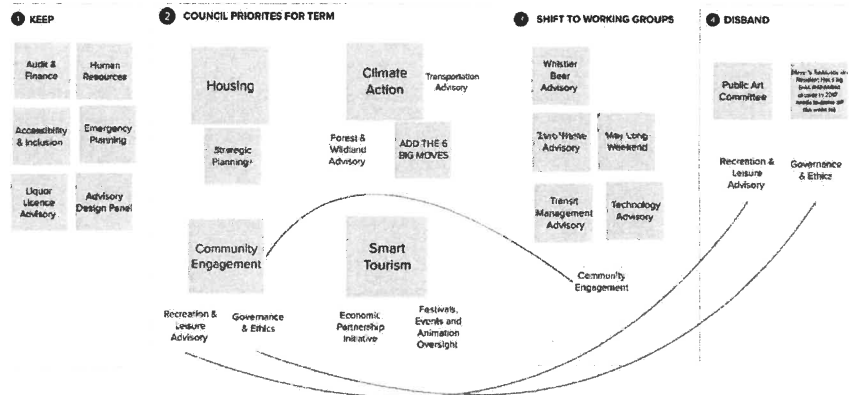
Staff members are actively involved in Working Groups, serving as members and chairs, and are responsible for setting the purpose and membership of each Working Group.

The Committee members expressed their support for Working Groups to provide an annual update to Council. They believe that regular updates will help Council stay informed about the progress and contributions of each Working Group.

The Committee requested that a comprehensive list of all Working Groups be provided to Council. This list will serve as a point of reference for Council when they need to refer to the different Working Groups and their respective areas of focus.

A chart illustrating the potential alignment between Council Priorities and Committee Topics was presented:

Committee Topics: Align with Council Priorities



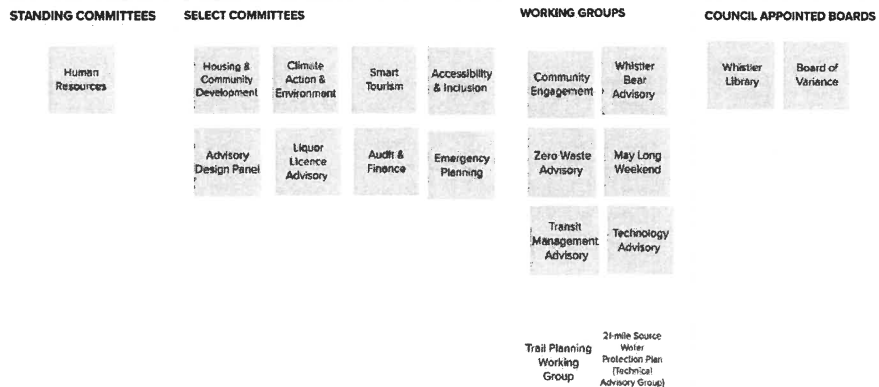
The Committee discussed the Community Engagement (CE) priority at length. Staff propose that the Community Engagement priority be supported by a CE Working Group as opposed to a select committee. Staff further described that the GAESC committee is proposed to be disbanded and the work completed by the GAESC committee would be elevated to all of Council, given the importance of that work. Committee members inquired about the level of Council's interaction with the CE Working Group ensuring transparency and alignment with Council priorities.

Staff advised that a dedicated Community Engagement policy and program would be presented to Council.

The primary purpose of the CE Working Group would be to collaborate with community partners to reach a broader audience. It was emphasized that the CE Working Group aims to enhance the accessibility of all of Council, moving beyond the traditional involvement of only two members sitting in a committee.

The proposed new structure for Committees of Council is illustrated in the chart below:

NEW STRUCTURE



Note: staff clarified that the Audit and Finance Committee is a Standing Committees, rather than a Select Committee.

Committee members requested more time to consider the staff recommendations and study the proposed committee structure in more detail and requested a follow up meeting be scheduled as well as bringing it to the COTW on September 12, 2023. The COTW will serve as an informational session to provide information to the community on the Committee Project.

The Committee requested the staff presentation be shared with the Committee members before the next GAESC follow-up meeting.

Actions agreed upon:

- Schedule a GAESC meeting for the first week of September.
- Present the Committees Project to Council during the COTW on September 12, 2023.
- Staff to share the presentation with Committee members.

5. OTHER BUSINESS

5.1 Community Engagement Topic

The Committee members discussed three potential options to address the recent restructuring at the staff level to add a new CE Division and the overlap with the GAESC Terms of Reference mandate:

- Option A: Retain the GAESC to oversee governance projects and remove the CE component from the Terms of Reference to reflect the establishment of the CE Division. Amend ToR to remove CE responsibilities.
- Option B: Disband the GAESC, with the CE responsibilities moving to the CE Working Group and the new CE Division. The remaining core governance matters currently addressed by GAESC to be elevated to full Council for input and decision.
- Option C: Option A but revisit the core governance provisions in one year to determine if GAESC should be disbanded.

The Committee also discussed the format and use of COTW meetings and a desire to transform it into more of a workshop-style meeting to allow for further discussion and debate by all council members on key topics, including governance.

The Committee will revisit these options and changes to COTW at a later meeting after the CE Program is presented to the COTW meeting on Sept 12, 2023.

6. TERMINATION

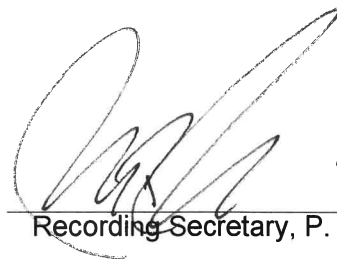
Moved By Mayor, J. Crompton

Seconded By Councillor, C. Jewett

That Governance and Ethics Standing Committee terminate the
Regular Committee Meeting of July 31, 2023, at 11:17 a.m.

CARRIED



Chair, R. Forsyth

Recording Secretary, P. Mendieta