



**REGULAR MEETING OF
GOVERNANCE AND ETHICS STANDING COMMITTEE
MINUTES**

Thursday, November 16, 2023, 12:00 p.m.
Flute Room at Municipal Hall
4325 Blackcomb Way, Whistler, BC V8E 0X5

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

STAFF PRESENT: Chief Administrative Officer, V. Cullen
General Manager of Corporate and Community Services, T. Battiston
Corporate Officer/ Manager of Legislative Services, P. Lysaght
Deputy Corporate Officer, C. Hodgson
Senior Communication Officer, E. Marriner
Legislative Services Administrative Assistant, E. Jedrasiak

1. CALL TO ORDER

Chair R. Forsyth recognized the Resort Municipality of Whistler is grateful to be on the shared, unceded territory of the Lílwat People, known in their language as Lílwat7úl, 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. ADOPTION OF AGENDA

Moved By J. Crompton

Seconded By C. Jewett

That the Governance and Ethics Standing Committee adopt the Regular Committee agenda of November 16, 2023.

CARRIED

3. ADOPTION OF MINUTES

Moved By J. Crompton

Seconded By C. Jewett

That the Governance and Ethics Standing Committee adopt the Regular Committee minutes of July 31, 2023.

CARRIED

4. PRESENTATIONS

4.1 Governance and Ethics Standing Committee (GAESC) Work Plan

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

Committee was informed about 2023-2025 GAESC Work Plan updates which are as follows:

- Committee Review Project is an ongoing process and it will be finalized in Q4, 2024.
- Freedom of the Municipality Holder Passing Procedure will be implemented in Q4, 2024.
- Code of Conduct Review is an ongoing process and it will be finalized in Q4, 2023.
- Council Correspondence Process Review will take place in 2025.

4.2 Public Comment and Question Pilot Project Update

A presentation was given by C. Hodgson, regarding the Public Comment and Question Pilot Project update:

A) Public Comment and Question Period Pilot (PCAQ) included the following criteria:

- Continue to have the PCAQ at the beginning of Regular Council Meetings.
- Expand to allow the public to make comments as well as ask questions.
- Reduce the time limit for each speaker to pose a question or make a comment from five to three minutes.
- Request speakers to sign up in advance of the meeting online or in person before the meeting begins including their name, topic, and, if applicable, question(s).
- Restrict the speaker's questions or comments to agenda topics only, including agenda topics from the prior two meetings.
- The order of speakers will respect the order of sign up.
- The overall time allocated to this agenda item be limited up to 30 minutes.
- Allow the Chair the discretion to extend the overall time limit of the PCAQ and the time limit of each speaker.

B) Outcomes as follows:

- 22 participants signed up to speak (both online and the sign-up sheet before the Regular Council Meeting).
- 18 individuals spoke at a Regular Council meeting.
- 7 individuals completed the Exit Survey.
- The most participants occurred on June 6, 2023 (7 registered to speak, 5 spoke) – total time was 15 minutes.

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- The second most participants occurred on May 16, 2023 (6 registered, 5 spoke, 4 were only comments).

D) Survey results:

- Reducing speakers' time limit to 3 minutes was enough time to articulate a question/comment.
- Neutral feedback that registering was easy and that it improved meeting efficiency.
- Neutral feedback on whether limiting to 3 most recent agendas improved efficiency.
- One person thought the time limit should be when all questions or comments have been received.
- Questions to be allowed before each issue was voted on.

E) Staff feedback:

- Registering to speak and limiting comments and questions to more current agendas allowed staff to better understand the topics at issue for the Regular Meeting.
- Knowing what kind of questions would be asked during Council meeting allowed staff to be prepared to answer specific questions.
- Individuals who registered came prepared to ask questions or make comments in a succinct manner.

That the Governance and Ethics Committee recommend that Council endorse the current Public Comment and Question Pilot Project approach going forward.

Moved By J. Crompton

Seconded By C. Jewett

CARRIED

4.3 Council Self-Evaluation Assessment

A presentation was given by P. Lysaght on the plan to administer the 2023 Council Self-Evaluation assessment questionnaire in Q4, 2023.

The Committee supported administering the questionnaire in Q4 2023 with the following change:

GAESC Committee members proposed the new wording for the 2023 Council Self-Evaluation assessment question 2, section 1: All Councillors place the interest of the organization above any representative, community, or individual interests they may hold.

That the Governance and Ethics Committee amend the 2023 Council Self-Evaluation assessment, circulate the Self-Evaluation to all Council members and agree that results will be presented to Council during a future Closed Council Meeting.

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Moved By	J. Crompton
Seconded By	C. Jewett

CARRIED

4.4 Committee of Council Review Project Update

A presentation was given by E. Marriner, regarding the Committee of Council Review Project.

A) Recommendations and Outputs of the Committee Project:

- Change to Committee Topic Structure.
- Develop a Terms of Reference Template.
- Define a Clear Purpose for Committees of Council.
- Develop a Committee of Council Framework Document.
- Define Roles and Responsibilities of Members.
- Clarify Who Sets/Contributes to Committee Priorities, Workplan, Agenda.
- Confirm Process for Committee Recommendations to Council.
- Develop a Reporting Out Process.
- Develop an Inclusion & Diversity Strategy for Committees.
- Develop a Facilitation Strategy for Committees.
- Develop a Recruitment Strategy.
- Develop a Training & Onboarding Program.

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B) The presentation highlighted New Committee Program Structure, which is as follows:



C) Amalgamating committees to take the following actions:

- Confirm new Committee mandates and membership.
- E. Marriner to present to Committees about the decision to amalgamate the Committee – explain the reasons for amalgamating the committees and explain how it will impact them.
- Wind down amalgamating Committee activities.
- Thank Committee members for their service and contributions – capture and share accomplishments of amalgamating Committees.
- Hope to take the new Terms of References to Council in Q1, 2024 for endorsement.
- Transition to new Committees in Q1, 2024.

D) GAESC Committee members agreed that the priority is to shift to the new Committees and Working Groups structure as quickly as feasible. The Committee reviewed proposed mandates and memberships for the three new Select Committees and provided the feedback, which is as follows:

- Each of the three new Committees to include Mayor and two Council members.

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- A priority is to establish mandates for each of the three new Committees, then recruitment strategy should be implemented.
- The three new Committees format to be transparent and more open to the public. Perhaps, there should be a press release about the Committees meetings.
- The three new Committees should have brief introduction at the beginning of each meeting to summarize the latest provisions and information from provincial legislation about the topics relevant to the Committee's areas of work.
- Participation of First Nations representation in the Select Committees.
- Committees that are disbanding should schedule Exit Meetings.

GAESC Committee members considered:

- Revisiting and Reevaluating Committee structure in the future.
- Potentially recommending that the Zero Waste Working Group will be shifted into the Climate Action and Environment Select Committee.
- Potentially shifting the May Long Weekend Working Group to the Smart Tourism Select Committee in the future.

5. OTHER BUSINESS

GAESC Committee members discussed the frequency of future GAESC Committee meetings. The Committee agreed that meetings should take place every two months with the next meeting being held in January 2024. The GAESC schedule for 2024 will be circulated to the Committee members.

6. TERMINATION

Moved By J. Crompton

Seconded By C. Jewett

That the Governance and Ethics Standing Committee terminate the Regular Committee Meeting of November 16, 2023 at 1:58 p.m.

CARRIED


Chair, R. Forsyth
Recording Secretary, E. Jedrasiak