



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

Tuesday, February 27, 2024, 10:00 a.m.  
Flute Room at Municipal Hall  
4325 Blackcomb Way, Whistler, B.C. V8E 0X5

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

**STAFF PRESENT:** General Manager of Corporate and Community Services, T. Battiston  
General Manager of Community Engagement and Cultural Services,  
K. Elliot  
Senior Communication Officer, E. Marriner  
Legislative Services Administrative Assistant, E. Jedrasiak

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**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 Sk̓wx̓wú7mesh. 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 February 27, 2024 with amendment to add Council Self-Evaluation Assessment to point 5. Other Business.

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 January 8, 2024.

CARRIED

**4. PRESENTATIONS**

**4.1 Committee Review Project**

The draft Select Committee of Council Terms of Reference (TOR) Template was presented by E. Marriner to the GAESC Committee. Development of a template was a recommendation of the Committee Review Project. The new template will initially support the three new Select Committees and will subsequently be extended to all Select Committees. A second template will be developed for Standing Committees. The Committee was asked to review the draft TOR and to provide feedback.

The following matters outlined in the draft Select Committee of Council TOR were discussed:

- a) A separate purpose/mandate will be developed for each committee individually and inserted into the template,
- b) There is a need to develop Standard Operational Procedures (SOP) that provides guidance for record keeping, documentation, minutes creation, committees webpages functionality, budgets, and expenditures (some committees have already established Guiding Principles document),
- c) Committee members will be appointed by Council during the Regular Council Meeting,
- d) Mayor makes recommendation to Council to appoint a Council member to a specific Committee,
- e) Appointment of committee members, including Council members, will be for a two-year term with a maximum of three consecutive terms,
- f) Committee composition includes voting members (Chair and at least one Council member) and non-voting members (staff liaison and recording secretary),
- g) Committee should contain an odd number of members,
- h) Committee meeting quorum and voting requirement is 50%,
- i) Committee members do not receive any remuneration, unless is specify otherwise by legislation,

- j) Committees that align with Council priorities may disband at the end of the Council term if Council priorities change (or sooner if Council priorities change mid-term). At the beginning of each Council term, Council will evaluate the Committees and make changes based on Council's strategic priorities.

The GAESC Committee discussed the matters related to Committees reporting and recommendations to Council, which are as follows:

- a) Committee minutes received by Council serve an informative purpose. Recommendations from Committees are conveyed via staff reports,
- b) Committees will provide an annual update to Council at a Committee of the Whole meeting each January,
- c) There is a difference between Committee feedback to Council and Community Engagement feedback. There is a need to include community voice regarding the areas of Committees operations.

The Governance and Ethics Committee debated about Committees work plans and schedule:

- a) Committees Work Plan should be determined by Council based on budget and Council priorities,
- b) Committees Work Plan is developed by the Chair and Staff Liaison in consultation with the Committee (with Council input),
- c) Council can ask a Committee to consider certain questions or topics and assign a Committee with a specific task,
- d) Each Committee meeting should be scheduled at least quarterly,
- e) A decision to schedule an additional meeting or cancel an existing meeting is made by the Committee Chair in consultation with the Staff Liaison,
- f) Committees schedules are established each year in October,
- g) Committee members are expected to attend at least 75% of Committee meetings. Committee members are ineligible to run for another term of office if they fail to meet the 75% attendance requirement.

The GAESC Committee expressed a need to develop the following processes beyond the scope of the drafted Terms of Reference (TOR), which are as follows:

- a) recruitment strategy,
- b) training and orientation strategy (onboarding checklist),
- c) diversity and inclusion strategy,
- d) collaboration strategy between Committees.

The Governance and Ethics Committee agreed that there is a need to develop a way to update and inform the public about Committees work and initiatives. The GAESC explored the possibility of incorporating speeches and presentations from each Committee Chair into future Community Engagement events. The Committee agreed to discuss this idea in the future.

**5. OTHER BUSINESS**

Moved By J. Crompton

Seconded By C. Jewett

**That** the Governance and Ethics Standing Committee recommend that review of Council Self-Evaluation Questionnaire will be scheduled for a subsequent agenda.

CARRIED


**6. TERMINATION**

Moved By J. Crompton

Seconded By C. Jewett

**That** Governance and Ethics Standing Committee terminate the Regular Committee meeting of February 27, 2024 at 11:58 a.m.

CARRIED

  
Chair, R. Forsyth

  
Recording Secretary, E. Jedrasiak