



RESORT MUNICIPALITY OF WHISTLER

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TERMS OF REFERENCE

SELECT COMMITTEE OF COUNCIL:

ACCESSIBILITY AND INCLUSION COMMITTEE

Council Adoption: [Insert]

File No. [Insert]

CONTEXT

The Resort Municipality of Whistler (RMOW) is guided by the Official Community Plan (OCP) and community vision: “A place where our community thrives, nature is protected, and guests are inspired.” One of the ways Council helps guide the community toward this vision is through its Committees of Council and their work.

The primary aims of Committees of Council are to:

- focus on high-level policy and strategy;
- advance Council priorities;
- provide advice and recommendations to Council;
- help solve complex problems through collaboration;
- engage subject-matter experts; and
- collect community perspective.

The Accessibility and Inclusion Committee (AIC or Committee) is a Select Committee created under the British Columbia *Community Charter* (CC). Section 142 of the CC provides that Council may establish Select Committees for matters considered to be better dealt with by committee and may appoint persons to those committees. The AIC acts in an advisory capacity by providing advice and recommendations to Council and staff on current policy and strategic initiatives. The AIC is also mandated under the *Accessible British Columbia Act* (the Act) and *Accessible British Columbia Regulation*. The AIC’s mandate is stipulated in the Act.

MANDATE

The AIC is dedicated to fostering a more accessible and inclusive community. The Committee will collaborate to assess and improve accessibility and inclusion, focusing on the experiences of people with disabilities while considering the needs of the entire community. By providing strategic advice to Council and staff, the Committee aims to reduce social, physical and sensory barriers, ensuring everyone can fully participate in all aspects of community life. People with disabilities will play an active and integral role in this work.

ACTIVITIES

The Committee’s activities include:

- collaborating to identify and implement initiatives that enhance accessibility and inclusion across the resort community;
- undertaking initiatives that promote and profile Whistler as an increasingly accessible and inclusive four-season destination resort;
- providing the RMOW with guidance and advice on accessibility within its departments and municipal events, including ways to make operations more inclusive;
- offering an objective perspective in the public interest and fairly representing this view in RMOW public processes;
- recognizing that the Committee's comments and recommendations are part of a series of decision-making processes that help Council fully understand the issues under review, including their policy and budget implications, and potential public impact;
- reviewing and providing recommendations on referrals from RMOW staff, Council and Committees of Council; and
- exploring funding opportunities to support inclusion and accessibility initiatives.

COMPOSITION

The Committee includes 11 voting members, representing Whistler's major partners as well as business and community interests as follows:

- one representative from the Senior Leadership Team of Vail Resorts;
- one representative from the Squamish Lil'wat Cultural Centre;
- one representative from Tourism Whistler;
- one representative from the Whistler Adaptive Sports Program;
- one representative from the Whistler Chamber of Commerce;
- one representative from the Whistler Community Services Society;
- one representative from the Whistler Hotel Association;
- two representatives from the Whistler Mature Action Community; and
- two Members-at-Large from the community, representing people with various disabilities and levels of disability.

The Committee includes five non-voting members as follows:

- one RMOW Council member, or delegate;
- Staff Liaison, RMOW Manager of Planning – Policy, or delegate;
- RMOW Accessibility Coordinator, or delegate;
- Recording Secretary, RMOW Planning Department member; and
- Director of the Whistler Public Library, or delegate.

Committee members as required are appointed by Council [section 142 CC] at a Regular Council Meeting.

Committee Chairs

The Chair and Alternate Chair will be elected from among the Committee's voting members for a two-year term, with both retaining their full voting rights. In the absence of both the Chair and Alternate Chair at a meeting, the Committee will elect a Temporary Chair from its voting members for the duration of that meeting, who will also retain full voting rights. Should the Chair or Alternate Chair resign or be unable to serve due to unforeseen circumstances, the Committee will elect a successor to fulfill that role for the remainder of the term.

Invited Guests

Invited guests are RMOW staff, organizational representatives, or individuals who are formally invited to attend a Committee meeting to contribute to certain topics or discussions without being a permanent part of the Committee. Invited guests are invited to Committee meetings by the Recording Secretary at the request of the Chair or Staff Liaison. Committee members can recommend invited guests to the Chair or Staff Liaison for their consideration.

TERM APPOINTMENTS

Members-at-Large are appointed by Council [section 142 CC] for a two-year term at a Regular Council Meeting. Any Member-at-Large vacancies arising before the end of a term will be filled for the remainder of the unexpired term. No member, including members of Council, may serve more than three consecutive terms.

There are no minimum or maximum term limits for RMOW staff members serving on the Committee or for representatives from external organizations (e.g., Tourism Whistler). Representatives from external organizations will be appointed by their respective organizations and may alternate between meetings as needed.

COUNCIL PROCEDURE BYLAW AND ROBERT'S RULES OF ORDER

The provisions of "[Council Procedure Bylaw No. 2207, 2018](#)" (as subsequently amended or updated from time to time) (Procedures Bylaw) govern the proceedings of Select Committees of Council. The most recent edition of Robert's Rules of Order applies to all committee proceedings where the Procedures Bylaw is silent.

MEETING QUORUM AND VOTING

The meeting quorum shall consist of six of the voting members of the Committee. Motions must be supported by a simple majority vote. In a tie vote, the motion is defeated.

REMUNERATION

Committee members shall serve without financial remuneration or reimbursement of expenses unless required by legislation.

REPORTING OUT

Committee Meeting Minutes

Committee meeting minutes serve as an official record of actions taken at a meeting. The minutes document the Committee's adherence to proper procedures and allow people not at the meeting to follow the decisions made. Committee meeting minutes are taken by the Recording Secretary, approved by the Committee, included in the agenda package at a Council Meeting, and received by Council.

Annual Report Out to Council

Each January, one Committee of the Whole (COTW) meeting will be dedicated to committee updates. At this meeting, the Staff Liaison, on behalf of the Committee, will present an update to Council that may include:

- the mandate and membership as per the Terms of Reference;
- highlights of the Committee's accomplishments in the previous year;

- the Committee's priorities for the upcoming year;
- potential opportunities for collaboration with other committees; and
- any information, trends or issues of concern of which the Committee thinks that Council should be aware.

MINUTES AND AGENDAS

Meeting agendas and minutes will be administered in accordance with the Procedures Bylaw.

COMMITTEE ADVICE AND RECOMMENDATIONS

The Committee may provide information, advice and recommendations to Council on current policy and strategic initiatives.

Information and Advice

The Committee can provide information and advice to Council by including their insights in the meeting minutes; these minutes are received by Council. Council may be informed by the information and advice in the minutes but cannot formally endorse or act upon recommendations by simply receiving the minutes.

Recommendations

As part of their role, the Committee will review, and provide recommendations on, policies, strategies and projects (initiatives) that relate to its mandate. Initiatives are brought to the Committee by RMOW staff that lead the work. Once the Committee has reviewed the initiative, the Committee can consider a motion to put their recommendations forward to Council for their consideration. The recommendations will be included in the Analysis section of the Council report by the staff member leading the work. Council will consider the Committee recommendations as part of Council's deliberation of the initiative. Committee recommendations are advisory unless specific decision-making authority has been delegated to the Committee by bylaw [section 154(1) CC].

OPEN AND CLOSED MEETINGS

Except where the provisions of section 90 of the CC apply, all committee meetings will be open to the public.

COMMITTEE PRIORITIES

Committee priorities and associated meeting agendas are determined and drafted by the Chair and Staff Liaison, with input from all Committee members. The Committee can adjust its priorities as needed to respond to new priorities or opportunities.

It is important to note the Committee does not direct staff work plans. The Committee should not instruct municipal staff assigned to the Committee on what tasks are to be completed or how tasks should be completed.

MEETING SCHEDULE

The meeting schedule will be determined in October for the following year to provide sufficient notice to members. Invites for the following calendar year will be sent to all members in October.

Meeting cadence will be determined by the Committee. This cadence will be flexible and contingent to having content and agenda items. Meetings may be added if there are time sensitive or significant items to review or canceled if there are few or no agenda items. The decision to schedule an additional

meeting or cancel a meeting will be made by the Chair and Staff Liaison with as much advance notice as possible.

MEETING FORMAT

Committee meetings will be held online, with an aim to hold one in-person meeting per year. All meetings will be open to the public except where the provisions of section 90 of the *CC* apply.

MEETING ATTENDANCE

Committee members are expected to attend 50% of Committee meetings. If extenuating circumstances exist, the Committee member must advise the Chair and/or Staff Liaison. Members-at-Large that do not meet the attendance requirement will not be permitted to re-apply to the Committee to serve as a member for an additional term.

REMOVAL OF MEMBERS

Council may rescind a Committee members' appointment at any time in accordance with section 144 of the *CC*.

CODE OF CONDUCT

Committee members are required to comply with "Code of Conduct Bylaw No. 2397, 2023" (Code of Conduct) (as subsequently amended or updated from time to time). If Council concludes that a Committee member has breached the Code of Conduct, Council may rescind the Committee member's appointment in accordance with section 144 of the *CC*.

RESPONSIBILITIES OF COMMITTEE MEMBERS

All Committee Members

Each Committee member has the following responsibilities:

- attend orientation and training as required;
- share insights and expertise gained from professional and lived experience;
- at the request of the Chair and/or Staff Liaison, provide input into Committee priorities and meeting agendas;
- commit time to:
 - attend a meeting schedule of two meetings per year;
 - review meeting materials distributed before the meeting;
 - complete any tasks assigned by the Committee; and
 - attend 50% of meetings;
- adhere to Committee working agreements as determined collaboratively by the Committee at the first meeting of the term;
- notify the Chair and/or Staff Liaison in advance if unable to attend a meeting; and
- adhere to the Code of Conduct.

Committee Chair

The Committee Chair has the following additional responsibilities:

- act as the official representative of the Committee;
- provide overall leadership for the Committee including chairing meetings, facilitating discussion, and ensuring meetings achieve their objectives;
- connect with the Staff Liaison in advance of each Committee meeting to:

- confirm need for the meeting (i.e., if a meeting will go ahead as scheduled, if an additional meeting is needed, or a meeting is not needed and will be canceled);
- confirm meeting objectives;
- provide input into the meeting agenda and materials (using the Committee priorities as guidance); and
- discuss other items as relevant;
- notify the Alternate Chair when unable to attend a meeting and ask that they assume the role of Chair, and advise the Staff Liaison and Recording Secretary of the change; and
- act as a bridge/liaison between the Committee and Council to:
 - provide the Committee with Council's perspective on matters coming before the Committee, where a perspective has been expressed by Council; and
 - share topics that cross the Council table that are relevant to the Committee mandate with the Committee.

Alternate Chair

The Alternate Chair has the following responsibilities:

- perform the responsibilities of the Chair as stated above, if the Chair is unavailable.

Staff Liaison

The Staff Liaison has the following responsibilities:

- act as the official staff representative of the Committee;
- provide support and subject-matter expertise to the Committee;
- ensure that any financial needs of the Committee are allocated in the municipal budget, including needs related to:
 - room and equipment bookings;
 - food and beverage;
 - facilitation expenses; and
 - advertising expenses for recruitment of new members;
- serve as a bridge between the Committee and RMOW departments and staff; and
- connect with the Chair and in advance of each meeting to:
 - confirm need for the meeting (i.e., if a meeting will go ahead as scheduled, if an additional meeting is needed, or a meeting is not needed and will be canceled);
 - confirm meeting objectives;
 - provide a draft meeting agenda and proposed materials (using the Committee priorities as guidance); and
 - discuss other items as relevant.

Recording Secretary

The Recording Secretary has the following responsibilities:

- with input from the Chair and Staff Liaison, prepare agenda packages and meeting materials and distribute to members ahead of each meeting;
- organize and support the logistical aspects of meetings including:
 - send meeting invitations, including those to invited guests;
 - book meeting rooms and create electronic links; and
 - advise and manage any changes to the meeting schedule and dates;
- act as point of contact for Committee members; and
- prepare meeting minutes.

COMMITTEE SELF-EVALUATION

In support of continuous improvement, Committee members will participate in a biennial self-evaluation process to reflect on their collective performance, identify areas for improvement and take proactive steps to enhance the Committee's effectiveness and impact.

REVIEW OF TERMS OF REFERENCE

The Committee's purpose is dictated by the Act and will be reviewed annually to ensure the Committee's purpose remains aligned with the Act. Any amendments to the Terms of Reference require Council's approval.