



RESORT MUNICIPALITY OF WHISTLER

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TERMS OF REFERENCE

SELECT COMMITTEE OF COUNCIL:

EMERGENCY PLANNING 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 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 Emergency Planning Committee (EPC) 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. EPC acts in an advisory capacity by providing advice and recommendations to Council and staff on current policy and strategic initiatives.

MANDATE

The Committee advises RMOW staff and Council on policy guidance for the Whistler Emergency Program and to establish communications links between the RMOW and key community partners to ensure coordination and collaboration regarding issues and activities related to emergency preparedness including mitigation, response and recovery

COMPOSITION

The Committee includes fifteen voting members as follows:

- a) Mayor (Chair) and one Councillor (Co- Chair) appointed by Council;

- b) Chief Administrative Officer;
- c) General Managers or their designate;
- d) Fire Chief, or their designate;
- e) RCMP Officer in Charge, and/or their designate;
- f) Manager of Protective Services, or their designate;
- g) Emergency Program Coordinator, or their designate;
- h) Emergency Support Services Coordinator, or their designate;
- i) Search and Rescue representative;
- j) Vancouver Coastal Health representative;
- k) Whistler Blackcomb representative;
- l) BC Ambulance representative; and/or their designate;
- m) School District #48 representative; and
- n) Whistler Transit Ltd. Representative.

The Committee includes one non-voting member as follows:

- RMOW staff member as recording secretary.

Committee members are appointed by Council [section 142 CC] at a regular council meeting.

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 or voting members. Invited guests are invited to Committee meetings by the Recording Secretary at the request of the Chair. Committee members can recommend invited guests to the Chair for their consideration.

TERM APPOINTMENTS

Council members are appointed to the EPC by the Council, typically for a two-year term. Under Section 144 of the CC, the Council has the authority to appoint new Council members to the Committee or rescind appointments as necessary. Council members shall not serve more than three consecutive terms. There are no minimum or maximum time periods for staff members serving the Committee from the RMOW or committee members representing community organizations (e.g. Whistler Blackcomb).

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 50% 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 TOR
- 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 Procedure 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 their 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 their 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, with a minimum cadence of quarterly. 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 in-person at municipal hall. An electronic link will be made available for members that cannot attend in-person. 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 75% of Committee meetings. If extenuating circumstances exist, the Committee member must advise the Chair. Members 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 Staff Liaison, provide input into Committee workplans, and meeting agendas

- Commit time to:
 - a quarterly meeting schedule
 - review of meeting materials distributed before the meeting
 - complete any tasks assigned by the Committee
 - Attending 75% of meetings
- Adhere to Committee working agreements as determined collaboratively by the Committee at the first meeting
- Notify the Chair and Recording Secretary in advance if unable to attend a meeting
- Adhere to the Code of Conduct

Committee Chair

Committee Chairs have 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)
 - Other items as relevant
- Notify the Vice-Chair when unable to attend a meeting and ask that they assume the role of Chair; advise the Staff Liaison and Recording Secretary of the change
- Act as a bridge/liaison between the Committee and Council
 - provide the Committee with Council's perspective on matters coming before the Committee, where a perspective has been expressed by Council
 - share topics that cross the council table that are relevant to the Committee mandate with the Committee

Vice-Chair

The Vice-Chair has the following responsibilities:

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

Staff Liaison

Staff Liaisons have the following responsibilities:

- Act as the official staff representative of the Committee
- Provide support and subject matter expertise to the Committee
- Ensure any that financial needs of the Committee are allocated in the municipal budget
 - Room and equipment bookings
 - Food and beverage
- Facilitation expenses as needed
- Advertising expenses for recruitment of new members
- Serve as a bridge between the Committee and RMOW departments and staff
- 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)
- 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:
 - Meeting invitations including invited guests
 - Logistical aspects of meetings (i.e. meeting room bookings, electronic links, etc.)
 - Advise and manage any changes to the meeting schedule and dates
- Act as point of contact for Committee members
- 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 purpose of the EPC is establish communications links between the RMOW and key community partners to ensure coordination and collaboration regarding issues and activities related to emergency preparedness. The Committee's purpose and TOR will be reviewed by Council every four years following the municipal election, or sooner if necessary. During this review, Council will determine whether the Committee is still needed. If not, the Committee may be retired, or its mandate revised. Any amendments to the TOR or decisions to disband the Committee will require Council's approval.