



WHISTLER

REPORT | ADMINISTRATIVE REPORT TO COUNCIL

PRESENTED: January 21, 2020

REPORT: 20-005

FROM: Resort Experience

FILE: 8320.01

SUBJECT: AMENDMENTS TO THE MEASURING UP SELECT COMMITTEE OF COUNCIL
TERMS OF REFERENCE

COMMENT/RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

That the recommendation of the General Manager of Resort Experience be endorsed.

RECOMMENDATION

That Council approve the amendments to the Terms of Reference for the Measuring Up Select Committee of Council, attached as Appendix “A” to Report 20-005.

REFERENCES

Appendix “A” – Amended Terms of Reference for the Measuring Up Select Committee of Council (MUSCC)

Appendix “B” – Amended Terms of Reference for MUSCC (Track Changes Version)

Appendix “C” – Draft Minutes of the December 4, 2019 Regular MUSCC Meeting (Relevant Excerpts)

PURPOSE

The purpose of this Report is to present amendments to the MUSCC Terms of Reference for Council’s consideration and approval. These amendments primarily focus on the term length of members and the frequency of meetings.

DISCUSSION

Background

MUSCC works on a collaborative model, bringing key resort stakeholders together to assess and improve community accessibility and inclusion focusing on the experiences of people with disabilities, but encompassing the whole community. The MUSCC membership ensures that people with disabilities are an active part of this work.

The MUSCC Terms of Reference was last revised by Council on April 1, 2014 to clarify and update committee membership to best represent community makeup, and to remove specific references to the 2010 Legacies Now group, which no longer exists.

Proposed Amendments

The proposed updated MUSCC Terms of Reference is attached as Appendix “A”. A track changes version of the revised document is provided in Appendix “B”. In addition to housekeeping changes, the specific revisions from the 2014 Terms of Reference document relate to:

- the term length of committee members;
- the frequency of MUSCC meetings; and
- the recent background of the committee.

Term Length

Currently, MUSCC members are appointed annually by Council with a Chairperson nominated and elected by the committee. The updated Terms of Reference extend the term of appointment from one year to two years to more efficiently utilize both committee members’ time as well as staff time to administer the committee membership.

Meeting Frequency

Currently, meetings are to be scheduled every two months, with special meetings to be held as required. To reflect that MUSCC has not been meeting this frequently, the updated Terms of Reference reduce the schedule of meetings from every two months to biannually with special meetings to be scheduled as required.

Background

An additional paragraph was added to the background section of the Terms of Reference to reflect some of the actions that MUSCC has taken since the committee formation in 2009.

WHISTLER 2020 ANALYSIS

W2020 Strategy	TOWARD Descriptions of success that resolution moves us toward	Comments
Partnership	Partners work together to achieve mutual benefit	The proposed changes to the term length of committee members and the frequency of MUSCC meetings ensure more efficient use of partners’ resources and time.
	Partners support each other and live up to the agreements established within partnerships	
	Partners work toward aligned budgeting processes that leverage limited resources for increased effectiveness and efficiency	
	Partners meaningfully engage stakeholders and practice ‘good governance’ guided by Whistler’s Partnership Principles	

Amendments to the MUSCC Terms of Reference do not move our community away from any of the adopted Whistler2020 Descriptions of Success.

OTHER POLICY CONSIDERATIONS

There are no other policy considerations related to the proposed amendments to the MUSCC Terms of Reference.

BUDGET CONSIDERATIONS

There are no budget implications regarding the proposed amendments to the MUSCC Terms of Reference. Staff time will continue to be required for recording minutes and providing logistical support to the committee. All MUSCC members are expected to serve without financial remuneration. Associated costs are provided for within the Planning Department budget.

COMMUNITY ENGAGEMENT AND CONSULTATION

No formal community engagement has been taken to date with respect to the proposed amendments to the MUSCC Terms of Reference. MUSCC met on December 4, 2019 and unanimously decided to change both the term length of committee members as well as the frequency of meetings. The relevant excerpts from the draft minutes of the December 4, 2019 MUSCC meeting are provided in Appendix "C".

SUMMARY

This Report presents amendments to the MUSCC Terms of Reference for Council's consideration and approval. These amendments mainly extend the term of members to two years and reduce meeting frequency to twice a year with the ability to hold special meetings as needed.

Respectfully submitted,

Sarah Tipler
MEASURING UP COORDINATOR

for
Jan Jansen
GENERAL MANAGER OF RESORT EXPERIENCE



WHISTLER

TERMS OF REFERENCE **MEASURING UP SELECT COMMITTEE OF COUNCIL**

**Council Adoption: January 21, 2020
File No. 8320.01**

PURPOSE OF COMMITTEE

The Measuring Up Select Committee of Council (MUSCC) will work collaboratively to assess and improve community accessibility and inclusion focusing on the experiences of people with disabilities, but encompassing the whole community. The Committee will review and improve local access and inclusion as based upon public input and participation on an ongoing basis. People with disabilities will be an active part of this work.

MEMBERSHIP

MUSCC will consist of up to 13 members, representing Whistler's major partners, business and community interests; with preference given to those with knowledge related to disability issues:

- I. One Resort Municipality of Whistler (RMOW) Council member (non-voting)
- II. One representative from the Mature Action Committee
- III. One RMOW staff member from the Planning Department (non-voting)
- IV. Measuring Up Coordinator, RMOW (non-voting)
- V. One representative from the Whistler Chamber of Commerce
- VI. One representative from Tourism Whistler
- VII. One representative from the Whistler Adaptive Sports Program
- VIII. One member of the Senior Leadership Team from Whistler Blackcomb
- IX. One representative from the accommodation sector
- X. One representative from Whistler Community Services Society
- XI. One representative working for Vancouver Coastal Health
- XII. Two members-at-large from the community, representing people with various disabilities and levels of disability.

Members are to be appointed biennially by Council each January and any membership changes will require Council approval. The Committee may invite other stakeholders to meetings as required for discussions from time to time. The Chairperson will be nominated and elected by the Committee.

Meeting quorum shall consist of the appointed or designate majority of the voting members of the Committee. Recommendations of MUSCC shall be made by a majority of members in attendance at a meeting, provided quorum is met at that meeting.

RESPONSIBILITIES

The Measuring Up Select Committee of Council is intended primarily to:

1. Work collaboratively to identify and implement initiatives to enhance accessibility and inclusion across the resort community;
2. Undertake initiatives which help promote and profile Whistler as an increasingly accessible and inclusive four season destination resort;
3. Provide the RMOW guidance and advice regarding accessibility within all of its departments and municipal events, including how the RMOW may become more inclusive in its operations;
4. Establish a reporting process that allows interested members of the public access to the progress of the Committee;
5. Provide an objective view in the public interest and fairly represent this view in RMOW public processes along with the organizations that they represent;
6. Recognize that the comments and recommendations of the Committee represents one of a series of decision-making processes that enable members of Council to fully understand the issues under review, including their policy and budget consequences and potential impact on the public;
7. Receive referrals from Council and its committees for review and recommendations;
8. Investigate funding opportunities available with respect to inclusion and accessibility.

MEETINGS

MUSCC meetings will be scheduled biannually. Special meetings will be scheduled as required.

Meeting locations and times will be posted 72 hours in advance on the RMOW website and public notice boards. All meetings will be open to the public to attend. Meeting minutes will be provided to Committee members and Council.

The proceedings of MUSCC are to be governed by Council Procedure Bylaw No. 2207, 2018 and Committee members are expected to adhere to the RMOW's conflict of interest policies.

BACKGROUND

In 2003, an accessibility audit of Whistler Village was prepared as part of the bid for the 2010 Olympic and Paralympic Winter Games. Over the corresponding period, 2010 Legacies Now developed the Measuring Up accessibility and inclusivity framework for communities in British Columbia. In 2006 Whistler was approached by Legacies Now to become a Measuring Up pilot community.

Measuring Up promotes active participation of people with disabilities in all aspects of community life. Active participation involves accessibility (addressing barriers) and inclusion (welcoming and enabling participation). Measuring Up provides means to evaluate community progress in enabling people with disabilities to enjoy active participation.

As a Measuring Up pilot community, the RMOW launched an effort to address the barriers identified by the access audit and began developing an accessibility strategy. Community members were invited to form an advisory group to assist staff in identifying priorities and appropriate remedies. The early focus was on pressing needs such as the installation of ramps at the previously un-accessible Whistler Village breezeway and other infrastructure improvements.

The initiative included a community-driven enhancement process as well as the formation of a Measuring Up Select Committee of Council. These initiatives aim to improve the visitor experience and the autonomy and independence of all community members.

Since MUSCC's creation in fall 2009, the Committee has made a number of contributions to improving accessibility in Whistler. This includes advocating for improved accessible transportation options both within Whistler and to and from Whistler. In 2011, the Committee reviewed and approved revisions to the barrier-free Whistler map to the new Access Whistler format, which was subsequently harmonized with the Village Wayfinding project. The Committee has also been involved with a number of planning processes and documents including: the 2013 and 2018 Official Community Plan reviews, the Lakeside Master Plan, the 2012 Parks and Recreation Master Plan, and the Emergency Evacuation Plan. The Committee continues to look at best practice methods to improve the accessibility of municipal practices and procedures and increase social capital.



WHISTLER

TERMS OF REFERENCE MEASURING UP SELECT COMMITTEE OF COUNCIL

Council Adoption: January 2 April 1,
~~2020~~
File No. 8320.01

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4. Establish a reporting process that allows interested members of the public access to the progress of the Committee;
5. Provide an objective view in the public interest and fairly represent this view in RMOW public processes along with the organizations that they represent;
6. Recognize that the comments and recommendations of the Committee represents one of a series of decision-making processes that enable members of Council to fully understand the issues under review, including their policy and budget consequences and potential impact on the public;
7. Receive referrals from Council and its committees for review and recommendations;
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MEETINGS

MUSCC meetings will be scheduled ~~biannually~~every two months. Special meetings will be scheduled as required.

Meeting locations and times will be posted 72 hours in advance on the RMOW website and public notice boards. All meetings will be open to the public to attend. Meeting minutes will be provided to Committee members and Council.

The proceedings of MUSCC are to be governed by Council Procedure Bylaw No. 2207, 2018 ~~Roberts Rules of Order in accordance Bylaw No. 1659, 2004~~ and Committee members are expected to adhere to the RMOW's conflict of interest policies.

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Draft Minutes of the December 4, 2019 Regular MUSCC Meeting (Relevant Excerpts)

MUSCC Terms of
Reference Update

Sarah Tipler commented on the following:

1. Members need to decide if the Terms of Reference should be revised to extend the MUSCC term from one year to two years so that the nomination process is less onerous. Currently applications are made every year.

Moved by Doug Andrews
Seconded by Chelsey Walker

That MUSCC consider RMOW staff recommendation to consider extension of term MUSCC membership from one term to two terms.

CARRIED

Sarah Tipler commented on the following:

1. Members need to decide if the Terms of Reference should be revised to change the frequency of MUSCC meetings from every two months to twice a year and as needed.

Moved by Dave Ashton
Seconded by Chelsey Walker

That MUSCC direct RMOW staff to propose a revised Terms of Reference for the Measuring Up Select Committee of Council to Council that changes the meeting schedule to at least two meetings per year and as required.

CARRIED