

**RESORT MUNICIPALITY OF WHISTLER**

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STAFF REPORT TO COUNCIL

PRESENTED: April 9, 2024
FROM: Legislative Services
SUBJECT: TERMS OF REFERENCE FOR THREE NEW SELECT COMMITTEES OF COUNCIL

REPORT: 24-038
FILE: 0540-01

RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

That the recommendation of the General Manager of Corporate Services and Public Safety be endorsed.

RECOMMENDATIONS

That Council approve the Climate Action and Environment Select Committee of Council (Climate Committee) Terms of Reference as attached as Appendix A to Administrative Report No. 24-038; and

That Council endorse the Housing and Strategy Select Committee of Council (Housing and Strategy Committee) Terms of Reference as attached as Appendix B to Administrative Report No. 24-038; and

That Council endorse the Smart Tourism Select Committee of Council (Smart Tourism Committee) Terms of Reference as attached as Appendix C to Administrative Report No. 24-038; and further

That Council direct staff to initiate recruitment of committee members for the Climate, Housing and Strategy and Smart Tourism Committees.

PURPOSE OF REPORT

The purpose of this report is to seek Council's approval of the Terms of Reference (TOR) for three new Select Committees of Council 1) Climate Action and Environment Select Committee of Council (Climate Committee) 2) Housing And Strategy Select Committee of Council (Housing and Strategy Committee); and 3) Smart Tourism Select Committee of Council (Smart Tourism Committee) (together the Committees) all as attached in Appendices A, B, and C. The new Committees are a recommendation of the Committee of Council Review Project Key Findings and Recommendations Report (Recommendations Report) approved by Council in September 26, 2023: [Administrative Report No. 23-100](#).

☐ Information Report

☒ Administrative Report (Decision or Direction)

DISCUSSION

Background

In early 2023, in consultation with the Governance and Ethics Standing Committee of Council (GAESC), staff initiated a review of the Committees of Council Program (the Program). The objectives of the review were to ensure that:

- the Program has a clear purpose;
- the Program is efficient, effective, and coordinated;
- that committee topics are relevant and aligned with current municipal priorities that serve our community;
- that input of committee members is captured and considered in the municipality's work; and
- that committee members feel their time given to committees is valued.

In September 2023, after a thorough review of the Program, including collecting insights and feedback from committee members, Council received and approved a staff report that listed over twenty recommendations to meet the objectives and improve the Program. A detailed summary of the review and the full Recommendations Report can be found in [Administrative Report No. 23-100](#). At that time, Council directed staff to implement the recommendations in the report.

Analysis

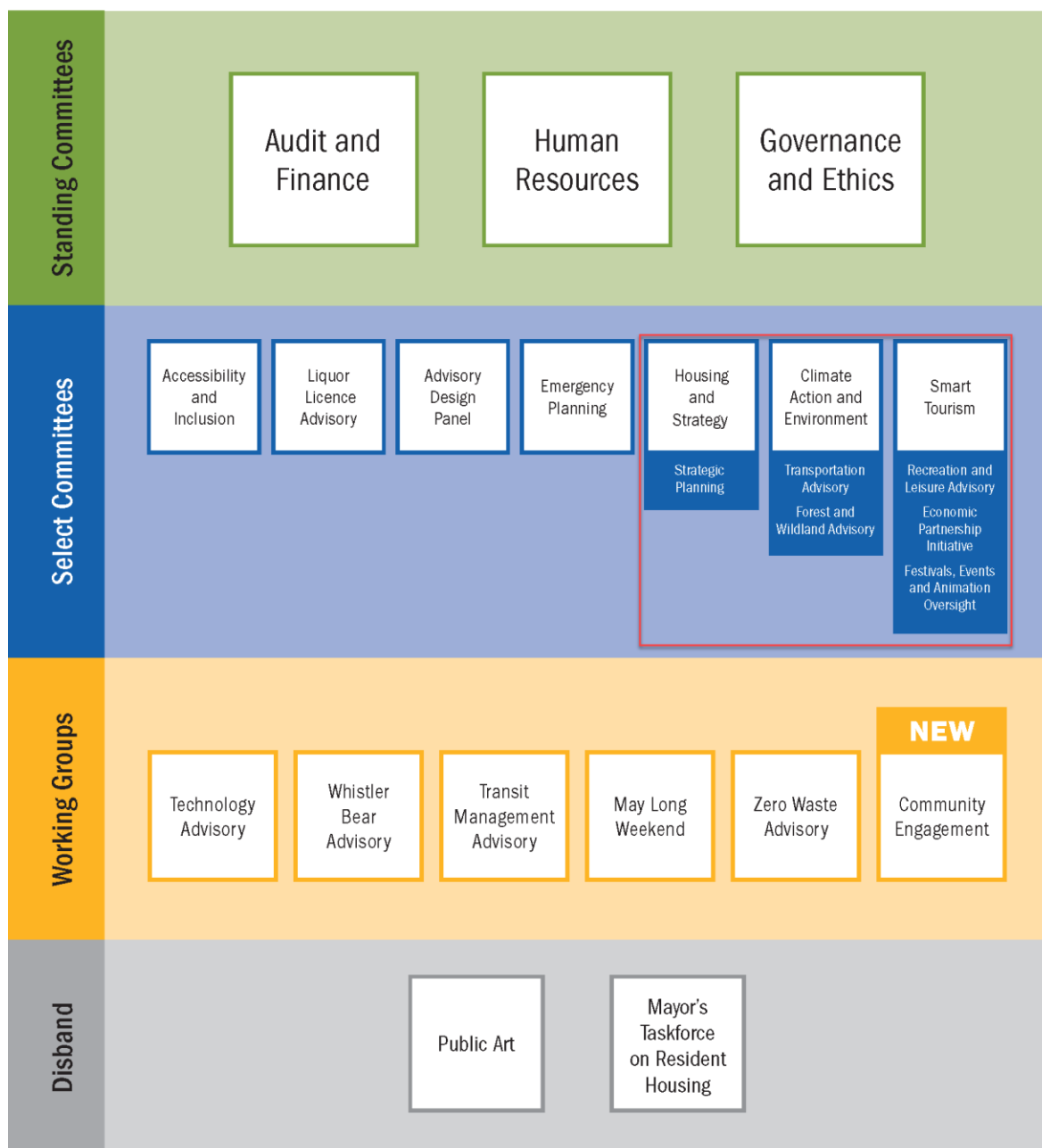
Two of the recommendations included in the Recommendations Report are summarized as:

- Introduction of a new committee structure that is smaller, more efficient, and aligned with Council priorities for the 2022-2026 term, and
- Development of a standardized TOR template (with flexibility) to create more consistency in how committees operate

As part of [Administrative Report No. 23-100](#), Council approved a new committee structure that includes the introduction of two new select committees: the Climate and Smart Tourism Committees. In addition, the mandate of the former Strategic Planning Committee was directed to shift to the new Housing and Strategy Committee.

As the graphic below illustrates, the Climate Committee was amalgamated from the former Transportation Advisory Group and Forest and Wildland Advisory Committee. The Smart Tourism Committee was amalgamated from the former Recreation and Leisure Advisory Committee, the Economic Partnership Initiative, and the Festivals, Events, and Animation Oversight Committee. Relevant parts of the amalgamating committees' mandates have been brought forward to the new committee TOR in each case. As part of the review, other standing and select committees are either maintaining their mandate, shifting to working groups, or disbanding. The full TOR for the Committees are attached as Appendices A, B, and C.

New committees of Council program structure



In addition to the establishment of three new Committees, a TOR template has been drafted to create more consistency in generally how committees operate and to fulfill other recommendations of the review, summarized as:

- Adopting a clear purpose statement for the Program; moving forward, keeping this purpose front and centre as committees do their work;
- Developing clear roles and responsibilities of committee members;
- Providing clarity regarding who contributes to, sets, and drives committee priorities and agendas;
- Developing a process where all committee members contribute to committee priorities and meeting agendas;
- Confirming the process for committees to put recommendations forward to Council;
- Developing a more robust reporting out process for committees to share priorities, learnings, and accomplishments with Council;
- Dedicating one (or two) Committee of the Whole (COTW) meeting(s) to provide space for all committees to provide updates to Council on their accomplishments for the year (January); and
- Developing a standard process for the Staff Liaison and Chair to connect before committee meetings.

In the coming months, the TOR template will be expanded to other select committees; a modified version, accounting for the differences in legislation, will be expanded to standing committees.

POLICY CONSIDERATIONS

Relevant Council Authority/Previous Decisions

The legal framework for committees of council is set out in section 142 of the *Community Charter*. Committees acts in an advisory capacity by providing advice and recommendations to Council and staff on current policy and strategic initiatives.

2023-2026 Strategic Plan

The 2023-2026 Strategic Plan outlines the high-level direction of the RMOW to help shape community progress during this term of Council. The Strategic Plan contains four priority areas with various associated initiatives that support them. This section identifies how this report links to the Strategic Plan.

The Committee Program has been re-structured to align with Council's strategic priorities – Housing, Climate Action, Smart Tourism – with the intent of advancing on these priority areas. In addition to the three new committees, a Community Engagement Working Group has been initiated to help meet Council's objective of building and strengthening connections between the RMOW and residents as well as between residents themselves.

Strategic Priorities

☒ Housing

Expedite the delivery of and longer-term planning for employee housing

☒ Climate Action

Mobilize municipal resources toward the implementation of the Big Moves Climate Action Plan

☒ Community Engagement

Strive to connect locals to each other and to the RMOW

☒ Smart Tourism

Preserve and protect Whistler's unique culture, natural assets and infrastructure

☐ Not Applicable

Aligns with core municipal work that falls outside the strategic priorities but improves, maintains, updates and/or protects existing and essential community infrastructure or programs

Community Vision and Official Community Plan

The Official Community Plan (OCP) is the RMOW's most important guiding document that sets the community vision and long-term community direction. This section identifies how this report applies to the OCP.

The RMOW is guided by the OCP and community vision: "A place where our community thrives, nature is protected, and guests are inspired." Each term, Council establishes priorities to steward the community towards this vision. For the 2022-2026 term, Council identified Housing, Climate Action, Smart Tourism, and Community Engagement as priority areas: the new Committees discussed in this report mirror those Council priorities.

BUDGET CONSIDERATIONS

The Committee Project is included in the 2024 Financial Plan.

LÍŁWAT NATION & SQUAMISH NATION CONSIDERATIONS

The RMOW is committed to working with the Lílwat People, known in their language as *L'íl'wat7úl* and the Squamish People, known in their language as the *Skwxwú7mesh Úxwumixw* to: create an enduring relationship; establish collaborative processes for Crown land planning; achieve mutual objectives; and enable participation in Whistler's resort economy.

The proposed composition for the Climate Committee includes indigenous representatives and the Smart Tourism Committee includes the Executive Director of the Squamish Lílwat Cultural Centre as a permanent member.

COMMUNITY ENGAGEMENT

Level of community engagement commitment for this project:

☐ Inform ☐ Consult ☒ Involve ☐ Collaborate ☐ Empower

The Committee Review informed, consulted with, and involved committee members including community and external organization representatives, Council, and staff. The Recommendations Report was formulated from the feedback collected through surveys and interviews of committee members and staff; 75 committee members participated in two surveys that gathered more than 200 pages of data. The new Committee TORs were developed by staff and were presented, at the request of GAESC, to all six amalgamating committees to collect feedback.

GAESC participated at length in the development of the new Committee's TOR and the TOR template.

REFERENCES

Appendix A – Climate Action and Environment Select Committee of Council Terms of Reference

Appendix B – Housing and Strategy Select Committee of Council Terms of Reference

Appendix C - Smart Tourism Select Committee of Council Terms of Reference

SUMMARY

This report seeks Council to approve the TOR for three new Committees attached in Appendices A, B, and C and to direct staff to initiate recruitment of committee members for the three new Committees. In September 2023, Council approved a new Program structure that included the introduction of two new select committees: Climate and Smart Tourism Committees. Council also approved the shift of the mandate of the former Strategic Planning Committee to the new Housing and Strategy Committee. These new Committees are aligned with Council's strategic priorities for the current term to help Council advance their strategic priorities during the 2022 – 2026 Council term. The new Committee TOR template was drafted with the intent of creating more consistency in how committees operate and to fulfill additional recommendations of the review.

SIGN-OFFS

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