



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

Thursday, September 12, 2024, 10:00 a.m.
Flute Room at Municipal Hall
4325 Blackcomb Way, Whistler, BC V8E0X5

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

STAFF PRESENT: Chief Administrative Officer, V. Cullen
General Manager of Corporate Services and Public Safety, T. Battiston
General Manager of Community Engagement and Cultural Services,
K. Elliott
Corporate Officer/ Manager of Legislative Services, P. Lysaght
Senior Communication Officer, E. Marriner
Legislative Services Administrative Assistant, E. Jedrasiak

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 Sk̓w̓x̓wú7mesh. 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 September 12, 2024.

CARRIED

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3. ADOPTION OF MINUTES

Moved By C. Jewett

Seconded By J. Crompton

That the Governance and Ethics Standing Committee adopt the Regular Committee minutes of June 17, 2024.

CARRIED

4. PRESENTATIONS

4.1 Committees of Council Review Project Update.

Staff updated the Committee on the Committees of Council Review Project regarding the following aspects:

4.1.1. Structure of Committees:

- All committee members have been appointed to the three new select committees – Smart Tourism, Housing and Strategy, Climate and Environment.
- In-person training sessions for all members of the three newly formed committees will be held in September. To accommodate different schedules, four sessions are available.
- Training for all committee recording secretaries is scheduled for late September to early October. This will cover the new procedures introduced as part of the Committee of Council Review.

4.1.2. Committees' Terms of Reference (TOR):

- The TORs for the three new committees (Smart Tourism, Housing & Strategy, and Climate Action and Environment) have been endorsed by the Council. These TORs follow the new Select Committee of Council Terms of Reference template.
- The TORs for the remaining select and standing committees of Council need to be updated and will be brought forward to Council for approval. The process will start with the three Standing Committees, followed by the remaining Select Committees. These TOR updates will adhere to the Standing and Select Committee TOR templates, which were reviewed by GAESC earlier this year, with flexibility built in to accommodate committee-specific nuances and needs.

4.1.3. Other:

Most of the items identified for improvement through the Committee of Council Review are either in progress or completed, including the training and recruitment strategies.

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- The two outstanding items that require further development are:
 - the Inclusion & Diversity Strategy for Committees, and
 - the facilitation strategy and training for Committee Chairs,
- All Recording Secretaries have been trained to use Microsoft Teams Webinars to enable public participation in all open Committee Meetings.
- Recording Secretaries will soon begin using eScribe for Committee Meeting agendas, packages, and minutes. Training for this process will be provided in September and October. Once the training is complete, the transition to eScribe will be implemented.

4.2 GAESC Updated Terms of Reference

Staff presented a draft version of the new Terms of Reference for GAESC.

The Committee discussed the following aspects of new GAESC TOR:

- A Vice-Chair will be appointed at the start of any GAESC meeting where the Chair is absent. This role does not need to be formally designated in the TOR and will be assigned on an as-needed basis,
- There is a need to develop a biennial Committee self-evaluation survey. The evaluation will occur before the end of each two-year term.

Moved By C. Jewett

Seconded By J. Crompton

That the Governance and Ethics Standing Committee's (GAESC) updated Terms of Reference be presented for Council approval at a future Regular Council Meeting, with a recommendation from the GAESC to adopt.

CARRIED

4.3 Review of GAESC Work Plan

The Committee reviewed the GAESC Work Plan for 2024 and beyond.

4.3.1. The following items from the Work Plan were completed:

- The revised Public Comment and Question Period was implemented at Regular Council Meetings
- The new Committee of the Whole (COTW) meeting structure was implemented through the updates to the Council Procedure Bylaw
- The Committee Review Project is almost complete.
 - The new Committee structure has been endorsed
 - Recruitment strategies have been developed

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- New Terms of Reference have been drafted.
- Committee training is occurring in the September 2024
- The Code of Conduct Bylaw has been adopted,
- The Council Correspondence Process review was completed, and Council Policy A-29 was updated
- The updated GAESC Terms of Reference is drafted and will be presented for approval at a future Regular Council Meeting

4.3.2. The following items from the GAESC Work Plan have not started yet:

- The Freedom of the Municipality Holder Passing Process
- Review of Council Policy F-33 International Relationships.
- Recognition of Olympic Athletes Policy Review.
 - The GAESC members suggested a change to recognize all high-achieving athletes who represent Canada, not just Olympic athletes
- The subsidiary/corporation review which is planned for 2025.
 - The Committee requested a briefing on the municipal subsidiary corporations to better understand the role of each corporation.

4.3.3. The following items from the GAESC Work Plan are in progress:

- Council Governance Manual Review:
 - Phase 1 is complete, and the Manual has been aligned with the new Code of Conduct.
 - Phase 2, which involves examining the transition of the manual to an interactive, user-friendly webpage format, will take place in 2025,
- Council Self- Evaluation process.
 - This item will be added to the next GAESC meeting agenda. It is expected that insights from the Council governance workshop on high achieving boards will provide suggestions for how to improve this process.

4.3.4. The Community Engagement Review project has been removed from the GAESC Work Plan and moved to the scope of work for the Community Engagement and Cultural Services Division and Working Group.

5. TERMINATION

Moved By C. Jewett


Seconded By J. Crompton

That Governance and Ethics Standing Committee terminate the Regular Committee meeting of September 12, 2024 at 11:24 a.m.

CARRIED

Minutes of Regular Governance and Ethics Standing Committee Meeting

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Chair, R. Forsyth



P. Lysaght on behalf of E. Jedrasiak

