



WHISTLER HOUSING AUTHORITY

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[WHISTLERHOUSING.CA](http://WHISTLERHOUSING.CA)

## CALL FOR EXPRESSION OF INTEREST FOR CANDIDATES TO THE WHISTLER HOUSING AUTHORITY (WHA) BOARD OF DIRECTORS

### INFORMATION FOR WHA BOARD CANDIDATES

The Whistler Housing Authority (WHA) is governed by a Board of Directors, which is accountable to the RMO Shareholder. The Board of Directors provides a governance role for the Whistler Housing Authority. Participation as a WHA Director is an opportunity to make an important contribution to Whistler's Employee Restricted Housing Program as well as to the resort community.

Directors of the WHA Board are responsible for providing governance direction to the Whistler Housing Authority, including review and approval of the organization's strategic goals, priorities, and policies. The Board of Directors is supported by the WHA General Manager and Staff.

### BOARD COMPOSITION AND VACANCIES

The WHA Board is comprised of four seats appointed by the Municipal Council, three Community at Large Directors, and non-voting community representatives.

### DUTIES AND TIME COMMITMENT OF A WHA DIRECTOR

Board meetings are typically held every two months on a weekday usually for three hours with shorter Committee meetings scheduled every two months (in the months there is no Board of Director meeting). Directors are expected to attend and actively participate at all Board meetings. It is recognized that Directors may be unable to attend some meetings due to conflicts with other commitments or unforeseen circumstances from time to time. It is incumbent upon Directors to provide notice to the Board Chair and WHA General Manager when they are unable to attend a meeting. Failure to attend two or more Board meetings may constitute grounds for removal from the Board. In addition, WHA Directors may be required to represent the WHA at other community stakeholder groups, taskforces, and official events.

## DIRECTOR & REPRESENTATIVE COMPETENCIES AND QUALIFICATIONS

It is important that Directors and Representatives of the WHA Board possess and contribute a variety of skills and experience to provide effective leadership and governance for the Whistler Housing Authority.

The WHA is looking for individuals with:

- A strong commitment to and knowledge of the WHA's Employee Housing Program.
- Operational, technical or financial expertise relevant to housing administration, construction and/or development is considered an asset.
- Legal expertise is considered an asset.
- An ability to analyze and process trends, challenges and opportunities for the WHA.
- A willingness to promote the WHA as a strong organization dedicated to being the primary community resource for employee housing in Whistler.
- An ability to think strategically, have some familiarity with Board governance, and be able to maintain confidentiality when needed.
- Strong reasoning skills, ethics, and integrity.

We are also looking for those interested in the opportunity to volunteer on the Board of Directors who have lived experience of Housing Insecurity and / or are currently renting and working in Whistler i.e. Current Rental Waitlist Applicants, WHA Tenants, or those renting in the Corridor and who are working in Whistler.

In accordance with the *WHA's Articles of Incorporation*, a WHA Director or Representative must be qualified as required by the *Business Corporations Act* to become, act, or continue to act as a Director or Representative.

An individual is not qualified to become or act as a member of the Board of a company under the BC *Business Corporations Act* if that individual is:

- *Under the age of 18*
- *Declared incapable by a court*
- *An undischarged bankrupt*
- *Has been convicted of fraud or certain other criminal offences within last 5 years (unless they received a pardon)*

These are ongoing requirements that apply to all Directors and Representatives of the WHA Board at all times while they are serving on the Board. If a Director or Representative becomes disqualified, he/she/they must resign from the company.

WHA Directors and Representatives shall not receive remuneration for serving on the Board nor will they directly or indirectly receive any profit from a position as a Director or Representative of the WHA. The positions are Volunteer roles.

## RESPONSIBILITIES OF WHA BOARD MEMBERS

WHA Members will:

- Consent to act as a WHA Director or Representative.
- Familiarize themselves with the WHA Strategic Plan, Corporate and Financial Plans and Budgets, and relevant background information about the mandate and operations of the WHA.
- Familiarize themselves with the Employee Housing Rental and Ownership Guidelines and Eligibility Requirements.
- Prepare for, attend and actively participate at all Board meetings, or give notice if they are unable to attend.
- Communicate public points brought up by the community to the Board.
- Seek information or technical background from staff, if this information can be provided with a reasonable investment of staff time, so the Director and Board have a fuller understanding of any issues pertaining to the WHA Board of Directors. If a request requires substantial time from staff, that request should be made as a resolution by the entire Board.
- Refrain from committing WHA to any policy or action without the agreement of the entire Board.
- Share responsibility for the integrity of Board decisions and therefore any Board Director may question whether another Board Director might have a conflict of interest or a pecuniary interest with respect to a matter under consideration by the Board.
- Respect decisions made by the Board and govern themselves accordingly.

## CODE OF CONDUCT

Directors of the WHA Board will:

- Engage in relationships that are ethical and transparent.
- Publicly represent the WHA in a manner which enhances public confidence in the WHA and in the RMOW and will withstand public scrutiny.
- Avoid situations that place them in a situation of conflict or perceived conflict between their personal interests and that of the Whistler Housing Authority and RMOW.
- Not be entitled to attend any WHA Board meetings or participate in WHA Board affairs during the course of any litigation that a Board Director is involved in against the WHA.
- In matters where a WHA Director is speaking publicly as an individual, the Director must clearly indicate that the position taken is a personal perspective and the WHA Director is not speaking on behalf of the WHA Board of Directors. WHA Directors are encouraged, when speaking as individuals, that decisions made by the WHA Board of Directors are upheld.
- Ensure that the confidentiality of confidential information is respected and maintained.

## **ROLE WITH THE MEDIA**

The WHA Board Chair and WHA General Manager are the designated spokespeople for the WHA when dealing with media inquiries about WHA decisions and policies.

## **APPOINTMENT OF BOARD DIRECTORS**

Board Directors and Representatives are appointed by the WHA shareholder. The Resort Municipality of Whistler (RMOW) is the WHA's sole shareholder. The WHA Board will recruit and review applications for WHA Board appointments and make recommendations to the shareholder for final appointments to the Board.

## **RECRUITMENT PROCESS**

Board of Director applicants are invited to send the WHA a brief statement about why they are interested in serving on the WHA Board and current resume to: [meredith@whistlerhousing.ca](mailto:meredith@whistlerhousing.ca).

Following the receipt of the application, a member of the WHA staff will follow up and request the candidate to complete a short Competencies and Composition Survey. The survey includes demographic questions which will be utilized to better understand how the applicant may bring a diversity of perspectives and lived experience to the decision making environment, aligned with the organization's E.D.I. (Equality, Diversity and Inclusivity) Policy. All information collected will be safeguarded for privacy and confidentiality and will only be used in order to make the decision about filling the vacancy Community at Large Director positions.

Only those Candidates who have submitted their application by end of day on May 23, 2024 will be able to stand for consideration to the WHA Board of Directors.