



REGULAR MEETING OF MUNICIPAL COUNCIL  
AGENDA

Tuesday, March 8, 2022, 5:30 p.m.

Franz Wilhelmssen Theatre at Maury Young Arts Centre  
4335 Blackcomb Way, Whistler, BC V8E 0X5

1. CALL TO ORDER

*The Resort Municipality of Whistler is grateful to be on the shared, unceded territory of the Lil'wat People, known in their language as Lil'wat7úl, and the Squamish People, known in their language as Skwxwú7mesh. We respect and commit to a deep consideration of their history, culture, stewardship and voice.*

2. ADOPTION OF AGENDA

That Council adopt the Regular Council Meeting agenda of March 8, 2022.

3. ADOPTION OF MINUTES

That Council adopt the Regular Council Meeting minutes of February 22, 2022.

That Council adopt the Public Hearing minutes for "Official Community Plan Amendment Bylaw (1200 Alta Lake Road) No. 2346, 2022" and "Land Use Contract Termination Bylaw (1200 Alta Lake Road) No. 2347, 2022" of March 1, 2022; and

That Council adopt the Public Hearing minutes for "Land Use Contract Termination Bylaw (2021 Karen Crescent) No. 2343, 2022" of March 1, 2022.

4. PUBLIC QUESTION AND ANSWER PERIOD

5. MAYOR'S REPORT

6. ADMINISTRATIVE REPORTS

- 6.1. RZ001141 - Zoning Amendment and Land Use Contract Discharge Bylaw (4700 Glacier Drive) No. 2322, 2021 – Public Hearing and Third Reading Report No. 22-030 File No. RZ001141

*No presentation.*

That Council consider giving third reading to "Zoning Amendment and Land Use Contract Discharge Bylaw (4700 Glacier Drive) No. 2322, 2021", as amended.

- 6.2. RZ001009 - Zoning Amendment Bylaw (Bunbury Lands) No. 2191, 2018 Adoption Report No. 22-031 File No. RZ001009

*A presentation by municipal staff.*

That Council consider adopting "Zoning Amendment Bylaw (Bunbury Lands) No. 2191, 2018".

- 6.3. Pressure Reducing Valve Upgrades and Decommissioning Report No. 22-032 File No. E204

*A presentation by municipal staff.*

**That** Council award the contract for the Pressure Reducing Valve Upgrades and Decommissioning Project in the amount of \$1,371,595.00 (exclusive of GST) to Coastal Mountain Excavations Ltd. in accordance with their tender submission dated February 8, 2022.

- 6.4. RZ001157 - "Official Community Plan Amendment Bylaw (5298 Alta Lake Road) No. 2289, 2020" And "Zoning Amendment Bylaw (5298 Alta Lake Road) No. 2283, 2020" – Rescind Third Reading Report Report No. 22-033 File No. RZ001157**

*A presentation by municipal staff.*

**That** Council consider rescinding third reading of "Official Community Plan Amendment Bylaw (5298 Alta Lake Road) No. 2289, 2020"; and,

**That** Council consider rescinding third reading of "Zoning Amendment Bylaw (5298 Alta Lake Road) No. 2283, 2020"; and further

**That** Council authorize staff to schedule a Public Hearing for "Official Community Plan Amendment Bylaw (5298 Alta Lake Road) No. 2289, 2020" and "Zoning Amendment Bylaw (5298 Alta Lake Road) No. 2283, 2020".

- 6.5. Snow and Ice Control Council Policy Report No. 22-035 File No. 569**

*A presentation by municipal staff.*

**That** Council adopt the proposed *Snow and Ice Control Council Policy A-40* attached as Appendix A to this Administrative Report 22-035 documenting the Resort Municipality of Whistler's snow and ice control maintenance program; and

**That** Council rescind *Inspection of Roads - Council Policy E-5* dated April 7, 1986.

- 6.6. NEUP Revised Fee Structure Report No. 22-035 File No. I-06**

*A presentation by municipal staff.*

**That** Council support the revised Non Exclusive Use Permit fee structure as attached as Appendix A to this Administrative Report to Council No.22-036.

- 6.7. Grant Application to UBCM Poverty Reduction Funding - Sea to Sky Food Security and Resiliency Assessment and Action Plan Report No. 22-036 File No. 655.11**

*No presentation.*

**That** Council endorse the Poverty Reduction Planning and Action Program Grant Application, and if successful, direct staff to provide overall grant management in accordance with the Union of British Columbia Municipalities' grant requirements.

- 6.8. Amendments To Council Policy A-35 And Nomination Form: Civic Service Awards Report No. 22-037 File No. A-35**

*No presentation.*

**That** Council adopt *Council Policy A-35: Civic Service Awards* and the Civic Service Awards Nomination Form, as amended and attached as Appendices A and B to Administrative Report to Council No. 22-037.

## **7. BYLAWS TO RESCIND THIRD READING**

- 7.1. Official Community Plan Amendment Bylaw (5298 Alta Lake Road) No. 2289, 2020**

**That** Council rescind third reading "Official Community Plan Amendment Bylaw (5298 Alta Lake Road) No. 2289, 2020".

**7.2. Zoning Amendment Bylaw (5298 Alta Lake Road) No. 2283, 2020**

**That** Council rescind third reading "Zoning Amendment Bylaw (5298 Alta Lake Road) No. 2283, 2020".

**8. BYLAWS FOR THIRD READING**

**8.1. Zoning Amendment and Land Use Contract Discharge Bylaw (4700 Glacier Drive) No. 2322, 2021**

**That** Council give "Zoning Amendment and Land Use Contract Discharge Bylaw (4700 Glacier Drive) No. 2322, 2021", as amended, third reading.

**9. BYLAWS FOR ADOPTION**

**9.1. Zoning Amendment Bylaw (Bunbury Lands) No. 2191, 2018**

**That** Council adopt "Zoning Amendment Bylaw (Bunbury Lands) No. 2191, 2018".

**9.2. Land Use Contract Termination Bylaw (Blueberry) No. 2337, 2021**

**That** Council adopt "Land Use Contract Termination Bylaw (Blueberry) No. 2337, 2021".

**10. CORRESPONDENCE**

**10.1. Vaccine restrictions for recreation facilities File No. 3009**

Correspondence from Mayor Morden, City of Maple Ridge, regarding vaccine restrictions for recreation facilities.

**10.2. Light-up and Proclamation Requests**

**a. Emergency Service Dispatchers' and 9-1-1 Awareness Week File No. 3009.1**

Correspondence from Devon Gunderson, requesting the Fitzsimmons Covered Bridge be lit red and blue on April 14 and April 15 to recognize Emergency Service Dispatchers' and 9-1-1 Awareness Week.

**b. Huntington Disease Awareness Month File No. 3009.1**

Correspondence from Ellie Gibbard, requesting the Fitzsimmons Covered Bridge be lit blue and purple on May 1, May 6 and May 13 for Huntington Disease Awareness Month.

**c. Canadian Infertility Awareness Week File No. 3009.1**

Correspondence from Jennifer Ramsay, requesting the Fitzsimmons Covered Bridge be lit green on April 27, 2022, for Canadian Infertility Awareness Week.

**d. Fibromyalgia Awareness Day File No. 3009.1**

Correspondence from Trudy Flynn, requesting the Fitzsimmons Covered Bridge be lit purple on May 12, 2022 for Fibromyalgia Awareness Day.

**e. International Trigeminal Neuralgia Day File No. 3009.1**

Correspondence from Kathy Somers, requesting the Fitzsimmons Covered Bridge be lit blue on October 7, 2022 for International Trigeminal Neuralgia Day

**11. TERMINATION**

**That** Council terminate the Regular Council Meeting of March 8, 2022.





## REGULAR MEETING OF MUNICIPAL COUNCIL MINUTES

Tuesday, February 22, 2022, 5:30 p.m.

Remote Meeting via Zoom

For information on how to participate: <https://www.whistler.ca/municipal-gov/council/meeting-agendas-and-minutes>

**PRESENT:** Mayor J. Crompton  
Councillor A. De Jong  
Councillor J. Ford  
Councillor R. Forsyth  
Councillor J. Grills  
Councillor D. Jackson  
Councillor C. Jewett

**STAFF PRESENT:** Chief Administrative Officer, V. Cullen  
General Manager of Infrastructure Services, J. Hallisey  
General Manager of Resort Experience, J. Gresley-Jones  
Acting General Manager of Corporate and Community Services, R. Weetman  
Director of Planning, M. Kirkegaard  
Director of Finance, C. Price  
Director of Human Resources, D. Wood  
Manager of Legislative Services/ Corporate Officer, P. Lysaght  
Manager of Environmental Stewardship, H. Beresford  
Manager of Planning, M. Laidlaw  
Utilities Group Manager, C. Wike  
Manager of Cultural Planning & Development, M. Rae  
Emergency Program Coordinator, R. Donohue  
Climate Action Coordinator, L. Burhenne  
Planner, P. Gibbins  
Planner, J. Rees  
Planner, B. De George  
Council Coordinator, M. Miklea

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### 1. CALL TO ORDER

*Mayor J. Crompton recognized the Resort Municipality of Whistler is grateful to be on the shared, unceded territory of the Lil'wat People, known in their language as Lil'wat7úl, and the Squamish People, known in their language as Skwxwú7mesh. We respect and commit to a deep consideration of their history, culture, stewardship and voice.*

### 2. ADOPTION OF AGENDA

Moved By Councillor D. Jackson

Seconded By Councillor J. Grills

**That** Council adopt the Regular Council Meeting agenda of February 22, 2022 as amended with late correspondence.

CARRIED

### 3. ADOPTION OF MINUTES

Moved By Councillor A. De Jong

Seconded By Councillor C. Jewett

**That** Council adopt the Regular Council Meeting minutes of February 8, 2022; and

**That** Council adopt the DP001623 Reconsideration Hearing minutes of February 8, 2022.

CARRIED

### 4. PUBLIC QUESTION AND ANSWER PERIOD

*Questions were asked during the Meeting via Zoom.*

**Danny Mason, 1556 Tynebridge Lane**

D. Mason asked if Mayor and Council would commit to the installation of drinking water in Millar's Pond Park in time for the summer season.

Mayor J. Crompton advised no commitment can happen without a staff report, however the Summer Experience Plan spoke to staff recommendations for this park.

D. Mason asked about the Whistler Housing Authority (WHA) list of houses for the annual occupancy declaration on their website.

General Manager of Resort Experience, J. Gresley-Jones advised specifics of the list can be obtained if D. Mason gets in touch with the planning department after the meeting.

D. Mason asked if the only way to enforce the housing and rental covenants is through a bylaw complaint to the RMOW, why is it then handed over to the WHA for enforcement.

Director of Planning, M. Kirkegaard noted this item was shared with the RMOW Bylaw Department and the RMOW often looks to the WHA for interpretation and enforcement of covenants.

D. Mason asked what is preventing the RMOW from cataloguing and enforcing employee restricted suites in Whistler, specifically the Spring Creek neighbourhood.

Mayor J. Crompton advised enforceability is a large factor and this is the reason Council has focused largely on building inventory that goes directly into the owned WHA pool as it allows for more direct control of rental rates and tenancy.

**Edgar Dearden, 206-1420 Alpha Lake Road**

E. Dearden asked if there is a mechanism for identifying significant emitters in town and reduce emissions quickly.

Mayor J. Crompton advised the RMOW is working through the Big Moves Strategies as it is the best way to get the most emission reductions possible.

General Manager of Resort Experience, J. Gresley-Jones further advised there are no specific tools to address this. Therefore staff efforts are currently focused on policies that can ensure changes are taking place which are measurable and manageable.

E. Dearden asked if the RMOW will take the role of empowering citizens, such as through a voluntary enrollment program, to talk to large emitting businesses.

Mayor J. Crompton noted there are many considerations such as knowing what fuels are being used so it is not obvious which houses or businesses are the largest emitters.

Chief Administrative Officer, V. Cullen added that for a local government the prerogative is to develop policies for the community, not singling out individuals.

E. Dearden asked whose role is it to find out who the biggest emitters are in a community.

Mayor J. Crompton advised the RMOW's role is to develop policies which will be applied to the whole community to deliver the highest degree of greenhouse gas reductions.

General Manager of Resort Experience, J. Gresley-Jones noted the RMOW promoted February as 'turn down the heat' month. The focus was on educating the public on ways they can positively impact and work towards the Climate Big Moves.

E. Dearden asked if there are any scientific organizations or experts that can be accessed in Whistler which can advise with respect to the local forests.

Mayor J. Crompton worked with Bob Brett advised the RMOW over many years to create healthier and safer forests. Bruce Blackwell is a local forester who worked on fire and fuels management. Whistler is a leader in ecological preservation and wildfire protection. Provincial government is providing additional funding to keep the BC Wildfire Service operating year-round and additional funding for the FireSmart program.

General Manager of Resort Experience, J. Gresley-Jones added that there is substantial work by staff on this subject. The Forest and Wildland Advisory Committee provides a platform for discussion of many of the issues on this subject. There is a large amount of knowledge in this community, committees and staff.

E. Dearden asked if the RMOW is providing opportunities for community engagement and education of younger generations.

General Manager of Resort Experience, J. Gresley-Jones noted the importance of reaching out to younger generations and advised the RMOW has engaged students in various ways, recent examples being the Whistler Sessions and recently appointing a high school student into a Committee of Council.

Manager of Environmental Stewardship, H. Beresford advised the RMOW is currently working with students through the Association of Whistler Area Residents for the Environment (AWARE) and is currently a mentor to students in the Project Now Climate Program.

Mayor J. Crompton added the Whistler Sessions, a community-wide planning and discussion of the future of Whistler, has several high school students involved and several years ago Council approved free transit for high school students which was the result of an all-student run initiative.

**5. MAYOR'S REPORT**

*Mayor Crompton provided an update on activities happening within the community.*

*Councillor Jewett provided an update on the arts activities happening in the community.*

**6. INFORMATION REPORTS**

**6.1 Community Energy and Climate Action Plan Quarterly Report - Q4 2021  
Report No. 22-021 File No. A05001**

Moved By Councillor A. De Jong

Seconded By Councillor C. Jewett

**That** Council receive the Information Report No. 22-021 regarding quarterly progress on implementing the 2016 Community Energy and Climate Action Plan.

CARRIED

**7. ADMINISTRATIVE REPORTS**

**7.1 2022 UBCM Emergency Preparedness Fund Grants Report No. 22-022 File No. 854**

Moved By Councillor C. Jewett

Seconded By Councillor R. Forsyth

**That** Council endorse the submission of the grant applications to the Union of B.C Municipalities for the Emergency Support Services Capacity Building and Emergency Operations Centre Training initiative (Grants); and

**That** Council support the proposed activities in these Grant applications; and further

**That** Council supports the Resort Municipality of Whistler (RMOW) Emergency Program utilizing the Grants and providing overall Grant management, if the funding applications are successful.

CARRIED

**7.2 Land Use Contract Termination Bylaw (Vale) No. 2309, 2021 - Public Hearing and Third Reading Report No. 22-023 File No. LUC00010**

Moved By Councillor C. Jewett

Seconded By Councillor R. Forsyth

**That** Council consider giving third reading to "Land Use Contract Termination Bylaw (Vale) No. 2309, 2021", as revised.

CARRIED

**7.3 Land Use Contract Termination Bylaw (4612 Blackcomb Way) No. 2324, 2021 – Public Hearing, Third Reading and Adoption Report No. 22-024 File No. LUC00002**

*Mayor Crompton called a recess at 7:05 p.m.*

*Mayor Crompton brought the meeting back to order at 7:20 p.m.*

Moved By Councillor C. Jewett

Seconded By Councillor J. Ford

**That** Council consider giving third reading to “Land Use Contract Termination Bylaw (4612 Blackcomb Way) No. 2324, 2021”; and further

**That** Council consider adopting “Land Use Contract Termination Bylaw (4612 Blackcomb Way) No. 2324, 2021” as permitted under section 480 of the *Local Government Act*.

CARRIED

**7.4 Terms of Reference Proposed Changes: Forest & Wildland Advisory Committee and Whistler Bear Advisory Committee Report No. 22-025 File No. 8396 & 8221.03**

Moved By Councillor C. Jewett

Seconded By Councillor A. De Jong

**That** Council accept the revisions as proposed to the Forest & Wildland Advisory Committee Terms of Reference and attached as Appendix A to this Administrative Report to Council No. 22-025; and further

**That** Council accept the revisions as proposed to the Whistler Bear Advisory Committee Terms of Reference and attached as Appendix B to this Administrative Report to Council No. 22-025.

CARRIED

**7.5 Land Use Contract Termination (1400 Alta Lake Road) Report No. 22-026 File No. LUC00021**

Moved By Councillor D. Jackson

Seconded By Councillor C. Jewett

**That** Council consider giving first and second readings to “Land Use Contract Termination Bylaw (1400 Alta Lake Road) No. 2340, 2022”; and

**That** Council authorize staff to schedule a Public Hearing for “Land Use Contract Termination Bylaw (1400 Alta Lake Road) No. 2340, 2022” and to provide notice of the Public Hearing; and

**That** Council authorize staff, subject to adoption of “Land Use Contract Termination Bylaw (1400 Alta Lake Road) No. 2340, 2022”, to give written notice of termination to the Registrar of Land Titles, pursuant to section 548(6) of the *Local Government Act*; and further

**That** Council authorize staff, subject to adoption of “Land Use Contract Termination Bylaw (1400 Alta Lake Road) No. 2340, 2022”, to give written notice of termination to the affected property owners pursuant to section 549 of the *Local Government Act*.

CARRIED

*Councillor De Jong declared a conflict and left the meeting at 7:45 p.m.*

**7.6 RZ001144 – Public Hearing Summary and Third Reading Consideration For “Official Community Plan Amendment Bylaw (2077 Garibaldi Way) No. 2290, 2021” and “Zoning Amendment Bylaw (2077 Garibaldi Way) No 2291, 2021” Report No. 22-027 File No. RZ001144**

Moved By Councillor C. Jewett

Seconded By Councillor R. Forsyth

**That** Council consider giving third reading to “Official Community Plan Amendment Bylaw (2077 Garibaldi Way) No. 2290, 2021”; and further

**That** Council consider giving third reading to “Zoning Amendment Bylaw (2077 Garibaldi Way) No. 2291, 2021”.

CARRIED

*Councillor De Jong returned to the meeting at 8:01 p.m.*

**7.7 South Whistler Water Supply Plan – Grant Application Support Report No. 22-028 File No. E20307**

*Mayor Crompton called a brief recess at 8:08 p.m.*

*Mayor Crompton called the meeting back to order at 8:10 p.m.*

Moved By Councillor D. Jackson

Seconded By Councillor C. Jewett

**That** Council endorse the Investing in Canada Infrastructure Program - British Columbia - Green Infrastructure Grant Program - Environmental Quality grant application for the South Whistler Water Supply Plan (SWWSP) project; and

**That** Council direct staff to provide overall grant management for the SWWSP project as per the grant requirements set out in Appendix A to this Administrative Report to Council 22-028, if successful.

CARRIED

**7.8 2022 Fee For Service Funding Recommendations Report No. 22-029 File No. CPD22-02**

Moved By Councillor C. Jewett

Seconded By Councillor A. De Jong

**That** Council approve the Resort Municipality of Whistler (RMOW) entering into Fee for Service (FFS) Funding Agreements for 2022 with:

- Arts Whistler up to the amount of \$520,000;
- Whistler Animals Galore up to the amount of \$100,071;
- Whistler Chamber of Commerce up to the amount of \$97,929;
- Whistler Museum and Archives Society up to the amount of \$195,000; and
- Whistler Off-road Cycling Association up to the amount \$249,000;

Subject to each of the above-named recipients agreeing to the terms and conditions of a recipient-specific service agreement between the RMOW and each recipient organization.

CARRIED

**8. MINUTES OF COMMITTEES AND COMMISSIONS**

**8.1 Board of Variance**

Moved By Councillor D. Jackson

Seconded By Councillor C. Jewett

**That** Council receive the Regular Meeting minutes of the Board of Variance of January 27, 2020;

**That** Council receive the Regular Meeting minutes of the Board of Variance of July 26, 2021; and further

**That** Council receive the Regular Meeting minutes of the Board of Variance of August 30, 2021.

CARRIED

**8.2 Forest Wildland Advisory Committee**

Moved By Councillor A. De Jong

Seconded By Councillor C. Jewett

**That** Council receive the Regular Meeting minutes of the Forest Wildland Advisory Committee of January 12, 2022.

CARRIED

**9. BYLAWS FOR FIRST AND SECOND READINGS**

**9.1 Land Use Contract Termination Bylaw (1400 Alta Lake Road) No. 2340, 2022**

Moved By Councillor D. Jackson

Seconded By Councillor R. Forsyth

**That** Council give "Land Use Contract Termination Bylaw (1400 Alta Lake Road) No. 2340, 2022" first and second readings.

CARRIED

**10. BYLAWS FOR THIRD READING**

**10.1 Land Use Contract Termination Bylaw (Vale) No. 2309, 2021**

Moved By Councillor C. Jewett

Seconded By Councillor R. Forsyth

**That** Council give "Land Use Contract Termination Bylaw (Vale) No. 2309, 2021" third reading.

CARRIED

**10.2 Official Community Plan Amendment Bylaw (2077 Garibaldi Way) No. 2290, 2021**

Moved By Councillor R. Forsyth

Seconded By Councillor D. Jackson

**That** Council give "Official Community Plan Amendment Bylaw (2077 Garibaldi Way) No. 2290, 2021" third reading.

CARRIED

**10.3 Zoning Amendment Bylaw (2077 Garibaldi Way) No 2291, 2021**

Moved By Councillor C. Jewett

Seconded By Councillor R. Forsyth

**That** Council give "Zoning Amendment Bylaw (2077 Garibaldi Way) No 2291, 2021" third reading.

CARRIED

**11. BYLAWS FOR THIRD READING AND ADOPTION**

**11.1 Land Use Contract Termination Bylaw (4612 Blackcomb Way) No. 2324, 2021**



Moved By Councillor D. Jackson

Seconded By Councillor C. Jewett

**That** Council give third reading and adopt “Land Use Contract Termination Bylaw (4612 Blackcomb Way) No. 2324, 2021”.

CARRIED

## 12. OTHER BUSINESS

*There was none.*

## 13. CORRESPONDENCE

### 13.1 Quebec Bill 21 File No. 3009

Moved By Councillor C. Jewett

Seconded By Councillor R. Forsyth

**That** Council receive correspondence from Mayor Helps regarding Quebec Bill 21.

CARRIED

### 13.2 Support for Bill C-216 File No. 3009

Moved By Councillor D. Jackson

Seconded By Councillor C. Jewett

**That** Council receive correspondence from Mayor Baird regarding support for Bill C-216.

CARRIED

### 13.3 BC Wildfires Petition File No. 3009

Moved By Councillor J. Ford

Seconded By Councillor A. De Jong

**That** Council receive correspondence from Mayor Crowe regarding the BC Wildfires Petition.

CARRIED

### 13.4 Whistler 2022 Budget File No. 3009

Moved By Councillor C. Jewett

Seconded By Mayor J. Crompton

**That** Council receive correspondence from Brendan Ladner regarding the Whistler 2022 Budget and refer it to staff.

CARRIED

**13.5 Accessibility in Whistler File No. 3009**

Moved By Councillor C. Jewett

Seconded By Councillor R. Forsyth

**That** Council receive correspondence from Jay Moulton regarding accessibility issues in Whistler and refer it to staff and the Accessibility and Inclusion Committee.

CARRIED

**13.6 BC Timber Supplies File No. 3009**

Moved By Councillor D. Jackson

Seconded By Councillor C. Jewett

**That** Council receive correspondence from Taryn Skalbania regarding BC timber supplies.

CARRIED

**13.7 Drainage in White Gold File No. 3009**

Moved By Councillor A. De Jong

Seconded By Councillor J. Ford

**That** Council receive correspondence from Scott Carrell regarding water drainage in White Gold and refer it to staff.

CARRIED

**13.8 Whistler Transit Strike File No. 3009**

Moved By Councillor J. Ford

Seconded By Councillor R. Forsyth

That Council receive and refer to staff, correspondence from the following individuals regarding transit strike in Whistler:

- Mike Dobson;
- Paul Langley;
- Cheeying Ho;
- Brad Kasselmann; and
- WeiTien Ho.

CARRIED

**13.9 Safe Spaces for Faces File No. 3009**

Moved By Councillor C. Jewett

Seconded By Councillor R. Forsyth

**That** Council receive correspondence from Marius Miklea regarding creating safe spaces for faces.

CARRIED

**13.10 Vaccine Considerations File No. 3009**

Moved By Councillor R. Forsyth

Seconded By Councillor C. Jewett

**That** Council receive correspondence from Wolfgang Lindemann regarding COVID-19 vaccine considerations.

CARRIED

**13.11 RMOW Vaccine Mandate File No. 3009**

Moved By Councillor R. Forsyth

Seconded By Councillor C. Jewett

**That** Council receive correspondence from Richard Poilly and Angela Mellor regarding the RMOW Vaccine Mandate and refer it to staff.

CARRIED

**13.12 Intrusive Lighting File No. 3009**

Moved By Councillor C. Jewett

Seconded By Councillor A. De Jong

**That** Council receive correspondence from Ola Dunin-Bell regarding intrusive lighting bylaws and refer it to staff.

CARRIED

**13.13 Light-up and Proclamation Requests**

**a. Global HHT Recognition Day File No. 3009.1**

Moved By Councillor R. Forsyth

Seconded By Councillor A. De Jong

**That** Council receive correspondence from Carol Doerksen, refer it to staff and that the Fitzsimmons Covered Bridge be lit red and blue on June 23, 2022, to raise awareness of HHT (Hereditary Hemorrhagic Telangiectasia).

CARRIED

**b. World Parkinson's Day File No. 3009.1**

Moved By Councillor C. Jewett

Seconded By Councillor D. Jackson

**That** Council receive correspondence from Kat Perez, refer it to staff and that the Fitzsimmons Covered Bridge be lit teal and magenta on April 11, 2022, to raise awareness of Parkinson's disease.

CARRIED

**14. TERMINATION**

Moved By Councillor C. Jewett

Seconded By Councillor J. Ford

**That** Council terminate the Regular Council Meeting of February 22, 2022 8:35 p.m.

CARRIED

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Mayor, J. Crompton

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Corporate Officer, P. Lysaght



## PUBLIC HEARING OF MUNICIPAL COUNCIL MINUTES

Tuesday, March 1, 2022, 5:30 p.m.

Remote Meeting via Zoom

For information on how to participate: <https://www.whistler.ca/business/land-use-and-development/planning/active-applications>

PRESENT: Mayor J. Crompton  
Councillor A. De Jong  
Councillor R. Forsyth  
Councillor J. Grills  
Councillor D. Jackson  
Councillor C. Jewett

ABSENT: Councillor J. Ford

STAFF PRESENT: Chief Administrative Officer, V. Cullen  
General Manager of Corporate and Community Services, T. Battiston  
General Manager of Infrastructure Services, J. Hallisey  
Manager of Legislative Services/ Corporate Officer, P. Lysaght  
Council Coordinator, M. Miklea  
Administrative Assistant, L. Dandel  
Manager of Planning, C. Beaubien  
Planner, P. Gibbins  
Planner, J. Rees

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1. **PUBLIC HEARING - "OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW (1200 ALTA LAKE ROAD) NO. 2346, 2022" AND "LAND USE CONTRACT TERMINATION BYLAW (1200 ALTA LAKE ROAD) NO. 2347, 2022"**

This meeting was held electronically pursuant to s.465 of the *Local Government Act* and Council Procedure Bylaw No. 2207, 2018.

2. **CALL TO ORDER**

*The Resort Municipality of Whistler is grateful to be on the shared, unceded territory of the Lil'wat People, known in their language as Lil'wat7úl, and the Squamish People, known in their language as Skwxwú7mesh. We respect and commit to a deep consideration of their history, culture, stewardship and voice.*

This Public Hearing was convened pursuant to section 464 of the *Local Government Act* to allow the public to make representations to Council respecting matters contained in "Official Community Plan Amendment Bylaw (1200 Alta Lake Road) No. 2346, 2022" and "Land Use Contract Termination Bylaw (1200 Alta Lake Road) No. 2347, 2022" (the "proposed Bylaws").

*Mayor J. Crompton announced the procedure for the Public Hearing.*

**3. PURPOSE OF "OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW (1200 ALTA LAKE ROAD) NO. 2346, 2022"**

**SUBJECT LANDS AND PURPOSE:** The subject lands for the proposed OCP Amendment Bylaw are one strata lot within Twin Lakes (Strata Lot 88, Plan VAS905), as well as its limited common property and small areas of surrounding common property. All of the subject lands for this proposed Bylaw are shown shaded and outlined in heavy black on the first map attached to the public notice.

The purpose of the proposed OCP Amendment Bylaw is to change the land use designation of the subject lands from "Residential – Low to Medium (Detached/Multiple)" to "Convenience Commercial".

**4. PURPOSE OF "LAND USE CONTRACT TERMINATION BYLAW (1200 ALTA LAKE ROAD) NO. 2347, 2022"**

**SUBJECT LANDS AND PURPOSE:** The lands that are the subject of this proposed Bylaw are shown on the second map attached to the public notice. The subject lands are known as strata plan VAS905 and the civic address for the portion proposed to be zoned RM72 Zone is 1200 Alta Lake Road.

The purpose of this proposed Bylaw is to terminate the Twin Lakes Land Use Contract (LUC) from the subject lands and apply a new RM72 Zone (Residential Multiple Seventy-Two) and the existing PAN1 Zone (Protected Area Network One) to specified portions of the subject lands. The RM72 Zone accommodates the existing townhouses and commercial uses, and proposes new permitted uses including: "child care facility" and "auxiliary residential dwelling unit".

**5. STAFF PRESENTATION**

A presentation was given by municipal staff regarding the proposed Bylaws.

**6. SUBMISSIONS FROM THE PUBLIC**

*Mayor J. Crompton called for submissions from the public.*

**L. Muri, 1200 Alta Lake Road, Unit 18**

L. Muri advised that she has sent a written submission.

L. Muri expressed her concerns about the Land Use Amendment and requested to consider it as a separate application to allow the community to address questions and obtain additional information.

**A. Nichols, 1200 Alta Lake Road, Unit 132**

A. Nichols advised that he has sent a written submission.

A. Nicholas expressed his concerns regarding the RM72 Area B Convenience Commercial zone and RM72 Area A Residential zone. A. Nichols requested confirmation that the figures incorporated into the proposed RM72 would allow the existing structures to be rebuilt in the event of a total loss (eg. fire).

**N. Taylor, 1200 Alta Lake Road, Unit 62**

N. Taylor asked for confirmation that owners are receiving "like for like" zoning with respect to the LUC termination.

N. Taylor also addressed his concerns with respect to Strata Lot 88, change of use/rezoning.

**C. McCaffrey, 1200 Alta Lake Road, Unit 65**

C. McCaffrey noted owners were not aware of the OCP amendment or additional use of auxiliary residential dwelling unit until they received notice of the Public Hearing and expressed her concerns related to this.

C. McCaffrey also requested to separate the LUC Termination from the OCP amendment.

**R. Littmann, 1200 Alta Lake Road, Unit 107**

R. Littmann requested clarification regarding the Items 5 and 12 of the draft proposed zone.

**N. Taylor, 1200 Alta Lake Road, Unit 62**

N. Taylor added that the land designated PAN1 was gifted by Twin Lakes Village to the RMOW.

**R. Littmann, 1200 Alta Lake Road, Unit 107**

R. Littmann confirmed the statement made by N. Taylor about the PAN1 lands.

**G. Stuart, 1200 Alta Lake Road, Unit 144**

G. Stuart expressed his concerns regarding the speed and transparency of the process, as well as the utilization of density and access to this area.

**C. McCaffrey, 1200 Alta Lake Road, Unit 65**

C. McCaffrey expressed her concerns regarding traffic.

**P. Ferronato, 1200 Alta Lake Road, Unit 88**

P. Ferronato presented his position as the owner of the Strata Lot 88 which is the commercial component of the Twin Lakes development.

**N. Taylor, 1200 Alta Lake Road**

N. Taylor asked Council to consider postponing the rezoning change of use for Strata Lot 88.

**P. Ferronato, 1200 Alta Lake Road**

P. Ferronato clarified his position.

*Mayor J. Crompton called for submissions from the public and no further submissions were made.*

**7. ADJOURNMENT**

Moved By Councillor A. De Jong

Seconded By Councillor J. Grills

**That** Council adjourn the Public Hearing at 6:28 p.m.

CARRIED

*Mayor J. Crompton brought the Public Hearing back to order at 6:45 p.m.*

*Mayor J. Crompton called for any final submissions from the public three times and no further submissions were made.*

**8. MOTION TO CLOSE THE PUBLIC HEARING**

Moved By Councillor C. Jewett

Seconded By Councillor R. Forsyth

**That** Council close the Public Hearing for "Official Community Plan Amendment Bylaw (1200 Alta Lake Road) No. 2346, 2022" and "Land Use Contract Termination Bylaw (1200 Alta Lake Road) No. 2347, 2022" at 6:50 p.m.

CARRIED

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Mayor, J. Crompton

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Corporate Officer, P. Lysaght





**PUBLIC HEARING OF MUNICIPAL COUNCIL  
MINUTES**

Tuesday, March 1, 2022, 5:30 p.m.

Remote Meeting via Zoom

For information on how to participate: <https://www.whistler.ca/business/land-use-and-development/planning/active-applications>

**PRESENT:** Mayor J. Crompton  
Councillor A. De Jong  
Councillor R. Forsyth  
Councillor J. Grills  
Councillor D. Jackson  
Councillor C. Jewett

**ABSENT:** Councillor J. Ford

**STAFF PRESENT:** Chief Administrative Officer, V. Cullen  
General Manager of Corporate and Community Services, T. Battiston  
General Manager of Infrastructure Services, J. Hallisey  
Director of Planning, M. Kirkegaard  
Manager of Legislative Services/ Corporate Officer, P. Lysaght  
Council Coordinator, M. Miklea  
Administrative Assistant, L. Dandel  
Manager of Planning, C. Beaubien  
Planner, J. Rees

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**1. PUBLIC HEARING - "LAND USE CONTRACT TERMINATION BYLAW (2021 KAREN CRESCENT) NO. 2343, 2022"**

This meeting was held electronically pursuant to s.465 of the *Local Government Act* and Council Procedure Bylaw No. 2207, 2018.

**2. CALL TO ORDER**

*The Resort Municipality of Whistler is grateful to be on the shared, unceded territory of the Lil'wat People, known in their language as Lil'wat7úl, and the Squamish People, known in their language as Skwxwú7mesh. We respect and commit to a deep consideration of their history, culture, stewardship and voice.*

This Public Hearing is convened pursuant to section 464 of the *Local Government Act* to allow the public to make representations to Council respecting matters contained in "Land Use Contract Termination Bylaw (2021 Karen Crescent) No. 2343, 2022" (the "proposed Bylaw").

*Mayor J. Crompton announced the procedure for the Public Hearing.*

**3. PURPOSE OF "LAND USE CONTRACT TERMINATION BYLAW (2021 KAREN CRESCENT) NO. 2343, 2022"**

**SUBJECT LANDS:** The lands that are the subject of the proposed Bylaw are located at 2021 Karen Crescent, and are identified as "subject lands" on the map attached to the public notice. The subject lands are known as the Whistler Creek Lodge.

**PURPOSE:** The purpose of the proposed Bylaw is to terminate the Whistler Creek Lodge Land Use Contract (LUC), and apply a new RTA34 Zone (Residential Tourist Accommodation Thirty-Four) to the subject lands. The RTA34 Zone proposes to change the permitted use of the subject lands from "hotel" as specified in the LUC to "apartment" including a provision to allow for the apartment units to be used for temporary accommodation when not occupied for residential uses, and provides for existing permitted commercial uses. Additionally, the permitted use of a "child care facility" is proposed to be added.

**4. STAFF PRESENTATION**

A presentation was given by municipal staff regarding the proposed Bylaw.

**5. SUBMISSIONS FROM THE PUBLIC**

*Mayor J. Crompton called for submissions from the public.*

**K. Snowball, 2021 Karen Crescent**

K. Snowball discussed the Official Community Plan, the goal of revitalizing Creekside and expressed his concerns regarding the area's density.

**R. Peterson, 2021 Karen Crescent, Unit 212**

R. Peterson noted that the LUC is an exciting opportunity to meet the OCP goals and suggested to send the matter back to staff to engage with owners.

*Mayor J. Crompton called for further submissions from the public three times and no further submissions were made.*

**6. MOTION TO CLOSE THE PUBLIC HEARING**

Moved By Councillor C. Jewett

Seconded By Councillor R. Forsyth

**That** Council close the Public Hearing for "Land Use Contract Termination Bylaw (2021 Karen Crescent) No. 2343, 2022" at 6:50 p.m.

CARRIED

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Mayor, J. Crompton

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Corporate Officer, P. Lysaght

## **STAFF REPORT TO COUNCIL**

**PRESENTED:** March 8, 2022  
**FROM:** Planning – Development  
**SUBJECT:** RZ001141 - ZONING AMENDMENT AND LAND USE CONTRACT DISCHARGE  
BYLAW (4700 GLACIER DRIVE) NO. 2322, 2021 – PUBLIC HEARING AND  
THIRD READING REPORT

**REPORT:** 22-030  
**FILE:** RZ001141

### **RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER**

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

### **RECOMMENDATION(S)**

**That** Council consider giving third reading to “Zoning Amendment and Land Use Contract Discharge Bylaw (4700 Glacier Drive) No. 2322, 2021”, as amended.

### **PURPOSE OF REPORT**

The purpose of this report is to present “Zoning Amendment and Land Use Contract Discharge Bylaw (4700 Glacier Drive) No. 2322, 2021”, as amended, to Council for consideration of third reading. The report also provides the written summary of the public hearing and documents that there were no written or verbal submissions made during the public hearing process.

Staff are recommending minor changes to the bylaw to clarify the zone designation and for consistency in the zone name. The recommended changes are described more fully in the Discussion section of this report.

☐ Information Report ☒ Administrative Report (Decision or Direction)

### **DISCUSSION**

#### **Background**

The subject lands are located at 4700 Glacier Drive, as shown on Appendix A.

“Zoning Amendment and Land Use Contract Discharge Bylaw (4700 Glacier Drive) No. 2322, 2021” was introduced to Council on March 16, 2018 (Administrative Report No. 18-024) and was given first and second readings and authorization to proceed with a Public Hearing on July 20, 2021 (Administrative Report No. 21-085). The Public Hearing was authorized to be scheduled subject to

certain conditions requiring the receipt of owner agreements from all affected properties, which were received as required. The Public Hearing was held on February 1, 2022.

The purpose of the proposed bylaw is to provide a comprehensive approach to renovations and proposed additions to gross floor area in individual units in the development located at 4700 Glacier Drive by establishing site specific zoning for the property and putting this into effect by discharging the existing Land Use Contract.

The proposed bylaw will: 1) add a new Residential/Tourist Accommodation Twenty Nine (RTA29) Zone and map designation to Zoning and Parking Bylaw No. 303, 2015; 2) discharge the Blackcomb Land Use Contract (LUC) from the titles of the subject properties; and 3) allow an increase in density of approximately 2,884 square metres on the subject lands. The July 20, 2021 Administrative Report No. 21-085 provides detailed information on the proposed RTA29 Zone.

The proposed bylaw is an LUC discharge bylaw and is distinct from the Resort Municipality of Whistler (RMOW) LUC termination process. The proposed bylaw is processed under the LUC discharge provisions of Part 546 of the *Local Government Act* (LGA), whereas the RMOW termination process is according to Parts 547, 548 and 549 of the LGA.

When Council gave first and second readings, Council also passed a resolution that directed staff to advise the applicant that before consideration of adoption of “Zoning Amendment and Land Use Contract Discharge Bylaw (4700 Glacier Drive) No. 2322, 2021”, the following matters must be resolved to the satisfaction of the General Manager of Resort Experience:

1. Registration of a development covenant in favour of the RMOW that will require development to be generally in conformance with development plans and associated architectural guidelines, including a landscape master plan, that are to be finalized prior to any consideration of zoning adoption; and
2. Submission of a Green Building Checklist and registration of a green building covenant ensuring that the proposed expanded gross floor area of the buildings is accompanied by measures to improve energy efficiency; and
3. Submission of a waste and recycling plan consistent with “Solid Waste Bylaw No. 2139, 2017; and further
4. Modification of existing covenants currently registered on title to reflect the revised development scheme.

The above conditions are progressing and will be addressed prior to adoption.

### **Public Hearing Summary Analysis**

The RMOW held a Public Hearing on the proposed “Zoning Amendment and Land Use Contract Discharge Bylaw (4700 Glacier Drive) No. 2322, 2021” on February 1, 2022. The Public Hearing provided an opportunity for members of the public to submit written comments and make oral representations to Council respecting matters contained in the proposed bylaw. The Public Hearing was conducted in accordance with statutory requirements, including public notice requirements. No submissions or representations were received from the public during the Public Hearing process.

Section 465(5) of the LGA requires that a written report of the Public Hearing, containing a summary of the nature of the representations that were made at the Public Hearing respecting the bylaw, be prepared and maintained as a public record. This report documents that no written submissions or oral

MARCH 8, 2022

representation were received at the Public Hearing respecting “Zoning Amendment and Land Use Contract Discharge Bylaw (4700 Glacier Drive) No. 2322, 2021” and this Administrative Report No. 22-030 represents the written report of the Public Hearing required by Section 465(5) of the LGA.

### **Amendments to Zoning and Land Use Contract Discharge Bylaw (4700 Glacier Drive) No. 2322, 2021**

Staff recommend a change to the wording of Section 2(c) to ensure the language clearly describes the zoning designation change to the proposed RTA29 Zone, and to add a forward slash in the zone name for consistency with other RTA Zones throughout the bylaw.

“Zoning Amendment and Land Use Contract Discharge Bylaw (4700 Glacier Drive) No. 2322, 2021”, as amended is presented for Council’s consideration of third reading. Proposed Bylaw 2322 is amended as follows:

- In Section 2(c) the phrase “is designated as” is added after the words “District Lot 3903,”; and the word “to” is deleted from before the word “RTA29”
- In Sections 2(a), 2(b), 2(c), and 2(d), a forward slash is added between the words “Residential” and “Tourist” in the zone name.

Staff have confirmed that a new Public Hearing is not required as a result of the amendments outlined above.

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## **POLICY CONSIDERATIONS**

### **Relevant Council Authority/Previous Decisions**

The LGA provides Council the authority to consider and adopt a zoning amendment bylaw and discharge a Land Use Contract.

Previous Council decisions related to the proposed bylaw are listed below:

[July 20, 2021 Administrative Report No. 21-085](#), RZ1141 – 4700 Glacier Drive – Rezoning and Land Use Contract Discharge

[March 6, 2018, Administrative Report No. 18-024](#), RZ1141 – 4700 Glacier Drive – Discharge of Land Use Contract

### **Corporate Plan**

The RMOW Corporate Plan is updated annually and articulates strategic direction for the organization. This section identifies how this report links to the plan.

#### **Council Focus Areas**

☐ Community Balance

*Effectively **balance resort and community needs** through deliberate planning, partnerships and investment*

☐ Climate Action

*Provide leadership to **accelerate climate action and environmental performance** across the community*

☐ Housing

*Advance strategic and innovative initiatives to enable and **deliver additional employee housing***

☐ Pandemic Recovery

*Leadership and support for **community and tourism recovery and sustainability** – priority focuses are where recovery needs intersect with other Council focus areas*

☒ Not Applicable

## Corporate Goals

☐ Community character and mountain culture is reflected in municipal initiatives

☐ Municipal decision-making supports the effective stewardship of natural assets and ecological function

☐ Corporate policies and operations ensure continuous excellence in infrastructure, facility and program management

☒ A high level of accountability, transparency and community engagement is maintained

☐ Corporate financial health is optimized to ensure long-term community success

☐ A vibrant local economy and safe, resilient resort community is effectively reinforced by organizational activities

☐ Pandemic recovery

## 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.

Policy considerations for the proposed bylaw are outlined in the March 6, 2018 Administrative Report No. 18-024, and the July 20, 2021 Administrative Report No. 21-085. The proposed amendments do not impact the policy considerations, and the proposed bylaw continues to be consistent with the policies and objectives of the Official Community Plan.

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## BUDGET CONSIDERATIONS

The proposed rezoning application is subject to rezoning applications fees and cost recovery for staff processing and associated direct costs.

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## LIL'WAT NATION & SQUAMISH NATION CONSIDERATIONS

The RMOW is committed to working with the Lil'wat People, known in their language as *L'il'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. This section identifies areas where RMOW activities intersect with these relationships.

There are no specific consideration to include in this report.

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## COMMUNITY ENGAGEMENT

Level of community engagement commitment for this project:

☐ Inform      ☒ Consult      ☐ Involve      ☐ Collaborate      ☐ Empower

Comment(s):

A Development Notification Information sign was posted on the property, in accordance with our application requirements.

Pursuant to S. 546 of the LGA, owner authorization letters are required from all owners of property affected by the proposed bylaw. These letters were received by the RMOW prior to the Public Hearing

As noted above, a Public Hearing on the proposed bylaw was held on February 1, 2022. Notification of the Public Hearing was done in accordance with Section 466 of the LGA. No submissions or representations were received. With completion of the Public Hearing, the public may make no additional submissions to Council.

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## REFERENCES

Appendix A – Subject Lands Map

"Zoning Amendment and Land Use Contract Discharge Bylaw (4700 Glacier Drive) 2322, 2021", as amended (included in Council Package).

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## SUMMARY

This report provides the written summary report for the Public Hearing for "Zoning Amendment and Land Use Contract Discharge Bylaw (4700 Glacier Drive) No. 2322, 2021" pursuant to section 465(5) of the LGA. Members of the public at the Public Hearing made no submissions or representations and staff are recommending no changes to the proposed bylaw based on the public hearing process. Staff are recommending minor changes to the bylaw for clarity and consistency. The report recommends that Council consider giving third reading to "Zoning Amendment and Land Use Contract Discharge Bylaw (4700 Glacier Drive) 2322, 2021", as amended.

## **SIGN-OFFS**

### **Written by:**

Tracy Napier,  
Planner

### **Reviewed by:**

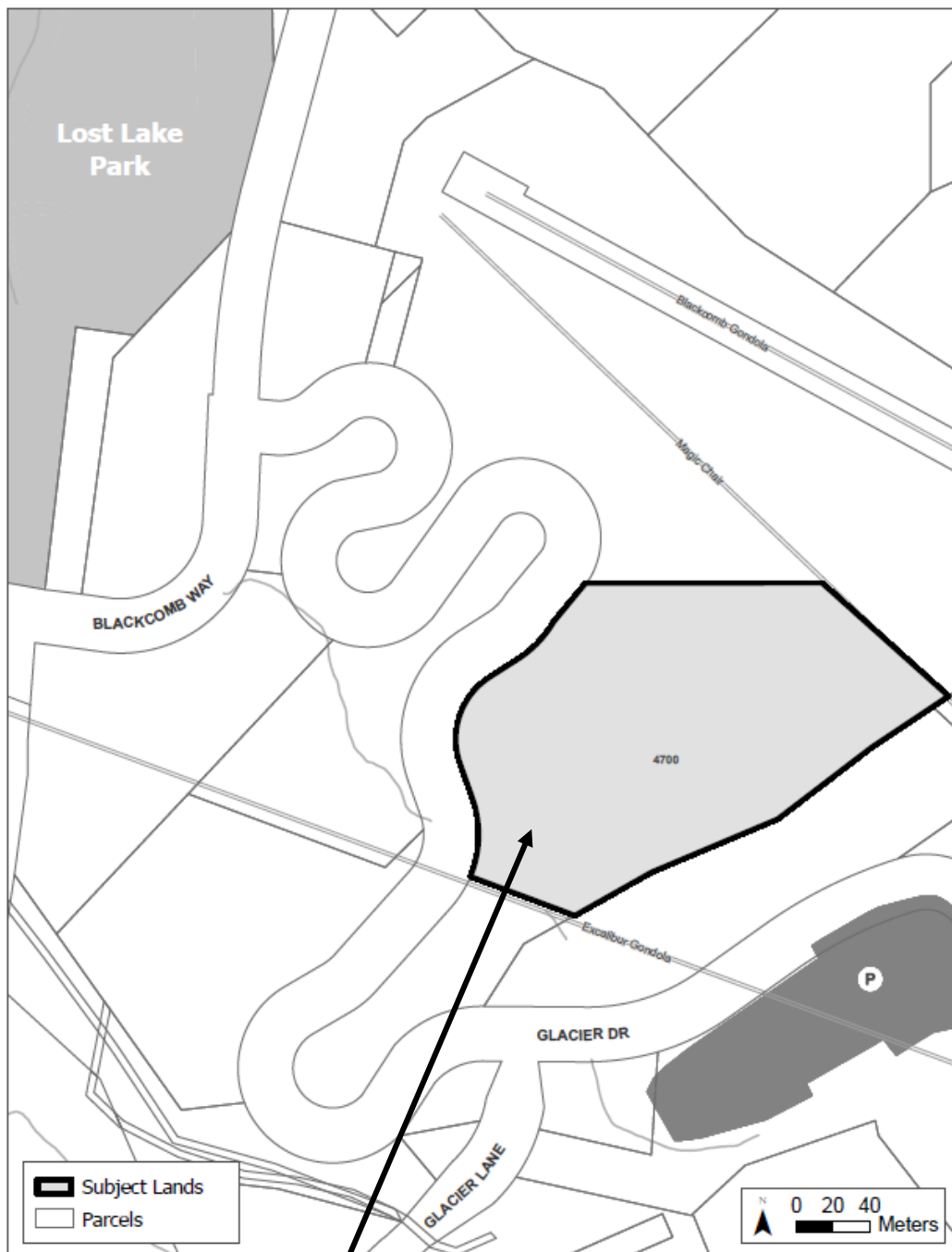
Melissa Laidlaw,  
Manager, Planning

Mike Kirkegaard,  
Director of Planning

Jessie Gresley-Jones,  
General Manager of Resort Experience

Virginia Cullen,  
Chief Administrative Officer





Subject Lands – 4077 Glacier Drive

## STAFF REPORT TO COUNCIL

**PRESENTED:** March 8, 2022  
**FROM:** Planning – Development  
**SUBJECT:** RZ001009 - ZONING AMENDMENT BYLAW (BUNBURY LANDS) NO. 2191, 2018 ADOPTION REPORT

**REPORT:** 22-031  
**FILE:** RZ001009

### RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

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

### RECOMMENDATION(S)

**That** Council consider adopting “Zoning Amendment Bylaw (Bunbury Lands) No. 2191, 2018”.

### PURPOSE OF REPORT

The purpose of this report is to present “Zoning Amendment Bylaw (Bunbury Lands) No. 2191, 2018” for Council consideration of adoption and to update Council on how the matters to be completed prior to adoption have been addressed.

☐ Information Report ☒ Administrative Report (Decision or Direction)

### DISCUSSION

#### Background

“Zoning Amendment Bylaw (Bunbury Lands) No. 2191, 2018” (Bylaw) was first introduced to Council on July 2, 2013. The purpose of the Bylaw is to rezone the subject lands from RS-E1 to RS1 and PAN1 to enable a future subdivision of the existing parcel into five single family residential lots accessed from Gondola Way and a nature conservation area. The existing reservoir access road is zoned RR1 and will remain zoned RR1.

On June 19, 2018 Council give first and second readings to the Bylaw and authorization to proceed to Public Hearing. Council’s June 19, 2018 resolution also identified that:

- Adoption of the Bylaw is subject to achieving consistency with the Resort Municipality of Whistler (RMOW) Official Community Plan (OCP); and
- The following will be required prior to adoption of the Bylaw to the satisfaction of the General Manager of Resort Experience:

1. Registration of a Section 219 development covenant in favour of the RMOW with respect to the following:
  - a) Prohibit subdivision of the land except generally in accordance with the concept plan for five lots shown in Appendix “B” of Administrative Report to Council No. 18-085, and restricting the development to no greater than five single family residential dwelling lots;
  - b) Restrict use of the land to the three existing houses until the land is subdivided;
  - c) Implement the recommendations and conclusions of the January 5, 2018 Initial Environmental Review by Cascade Environmental including environmental monitoring during construction and a snow management strategy for protection of the Streamside Protection Enhancement Area;
  - d) Identification of tree preservation areas with provisions for FireSmart fuel thinning subject to RMOW approval;
  - e) Require development to achieve a minimum of BC Energy Step Code 3;
  - f) Require development to meet the FireSmart BC Guidelines; and
  - g) Require submission of detailed on-lot infiltration systems in accordance with the September 11, 2017 Preliminary Servicing Design Brief prepared by Gilbey Engineering Services, its installation and a commitment to operate and maintain the permanent works prior to the development of any building on the lands.
2. Registration of an agreement between the owners of the subject property and Strata VAS 2639 concerning access across the Bear Creek strata roadway to the subject property and related considerations including potential road repairs resulting from construction activities, any necessary road improvements, on-going road maintenance and repairs and snow storage and removal.

A Public Hearing was held on July 10, 2018. On August 14, 2018 Council was provided a written summary report of the Public Hearing pursuant to section 465(5) of the *Local Government Act*, and Council gave third reading to the Bylaw.

Delays in processing of the application were due to a change in ownership subsequent to 2013 and a required OCP amendment to facilitate the rezoning. The ability to amend the OCP was also subject to First Nations consultation. This process was completed on June 23, 2020. Following the adoption of the OCP, which provided for the proposed rezoning, the applicant worked with staff to address the outstanding conditions of zoning adoption. This included securing agreement from the Bear Creek strata regarding cost-sharing for use and maintenance of the Bear Creek strata road access.

### **Analysis**

After third reading of the Bylaw, staff have been working with the applicant team to satisfy the conditions of adoption described in the Background section of this report. The following describes how each condition has been satisfied.

### **Consistency with the OCP**

That adoption of the Bylaw is subject to achieving consistency with the OCP.

The inconsistency was related to the land use designation within the former OCP not being consistent with the uses proposed in the Bylaw. With the adoption of Official Community Plan Bylaw No. 2199,

2018 on June 23, 2020, the uses proposed in the Bylaw are now consistent with OCP Schedule A – Whistler Land Use Map and Designations. The portion of the subject lands to be rezoned from RS-E1 Zone (Residential Single Estate One) to RS1 Zone (Single Family Residential One Zone (RS1)) are now designated for Residential – Low to Medium (Detached/Multiple), providing for detached and duplex dwellings characterized by low to medium density lot sizes, and medium density development (where the latter is close to amenities). The portion of the subject lands to be rezoned from RS-E1 Zone (Residential Single Estate One) to PAN1 Zone (Protected Area Network One) is now designated for Protected Natural Area, providing for lands that have high environmental sensitivity or importance.

Additionally, a review against the relevant policies within the current OCP is provided in the Community Vision and Official Community Plan section of this report. This review confirms consistency with the OCP.

#### Development Covenant

A Section 219 development covenant, to the satisfaction of the General Manager of Resort Experience, was required to be registered on title in favour of the RMOW which covered off seven requirements described in the Background section of this report. Agreement on the terms of the covenant has now been reached and the documents have been signed by the applicant and an undertaking has been provided to register the document after adoption of the Bylaw. Staff consider this condition to be met.

#### Bear Creek strata agreement

There is an existing statutory right of way for access to the subject property across Strata Plan VAS 2639 (Bear Creek Strata). An additional agreement was required, to the satisfaction of the General Manager of Resort Experience, between the owners of the subject property and Bear Creek Strata concerning access across the Bear Creek Strata roadway and related considerations including potential road repairs resulting from construction activities, any necessary road improvements, on-going road maintenance and repairs and snow storage and removal. An agreement between the two parties has been registered on title that covers off on the abovementioned items. Staff consider this condition to be met.

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## **POLICY CONSIDERATIONS**

### **Relevant Council Authority/Previous Decisions**

[August 14, 2018: Administrative Report No. 18-103](#), RZ1009 – 2501, 2505 and 2509 Gondola Way – Rezoning Proposal

[June 19, 2018: Administrative Report No. 18-085](#), RZ1009 – 2501, 2505 and 2509 Gondola Way – Rezoning Proposal

[July 2, 2013: Administrative Report No. 13-062](#), 2501, 2505 and 2509 Gondola Way – Revised Rezoning Proposal

### **Corporate Plan**

The RMOW Corporate Plan is updated annually and articulates strategic direction for the organization. This section identifies how this report links to the plan.

### Council Focus Areas

☒ Community Balance

*Effectively **balance resort and community needs** through deliberate planning, partnerships and investment*

☐ Climate Action

*Provide leadership to **accelerate climate action and environmental performance** across the community*

☐ Housing

*Advance strategic and innovative initiatives to enable and **deliver additional employee housing***

☐ Pandemic Recovery

*Leadership and support for **community and tourism recovery and sustainability** – priority focuses are where recovery needs intersect with other Council focus areas*

☐ Not Applicable

### Community Vision and Official Community Plan

The 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.

With regard to Development Permit Areas (DPAs) the subject lands are located in the Protection of Riparian Ecosystems DPA, Protection of Sensitive Ecosystems DPA, Multi-Family Residential DPA, and the Wildfire Protection (High Risk) DPA. Any future development would be subject to Development Permits, as required.

The rezoning meets the rezoning evaluation criteria conditions set out in the OCP as described within Appendix A to this report.

### BUDGET CONSIDERATIONS

All costs associated with staff time for the rezoning application, Public Hearing, Notices, legal fees and permitting fees will be required to be paid in full as a condition of adoption of the Bylaw.

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### LIL'WAT NATION & SQUAMISH NATION CONSIDERATIONS

The RMOW is committed to working with the Lil'wat People, known in their language as *L'il'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. This section identifies areas where RMOW activities intersect with these relationships.

There are no specific considerations to include in this report.

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## COMMUNITY ENGAGEMENT

Level of community engagement commitment for this project:

☐ Inform      ☒ Consult      ☐ Involve      ☐ Collaborate      ☐ Empower

Comment(s):

The required rezoning application site information sign was posted on the property. A Public Hearing, which is subject to public notice requirements, was held on July 10, 2018.

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## REFERENCES

Appendix A – OCP Assessment

“Zoning Amendment Bylaw (Bunbury Lands) No. 2191, 2018” (Included in Council Package)

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## SUMMARY

This report presents “Zoning Amendment Bylaw (Bunbury Lands) No. 2191, 2018” for Council consideration of adoption. This report also provides an update to Council on how the matters identified in Council’s June 19, 2018 resolution, as required to be completed prior to adoption of the Bylaw, have been addressed.

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## SIGN-OFFS

### Written by:

Philip Gibbins,  
Planner – Policy

### Reviewed by:

Melissa Laidlaw,  
Manager of Planning

Mike Kirkegaard,  
Director of Planning

Jessie Gresley-Jones,  
General Manager of Resort Experience

Virginia Cullen,  
Chief Administrative Officer

## OCP Evaluation

Policy No.	Objective/Policy	Comments
4.1.6.4	All proposed developments must meet the following conditions:	
	(a) the project must be capable of being served by municipal water, sewer and fire protection services, or by an alternate means satisfactory to the municipality;	Yes. A preliminary servicing plan and design brief has been prepared by a professional engineer and reviewed and accepted by staff.
	(b) the project must be accessible via the local road system, or by an alternate means satisfactory to the municipality;	The proposed five residential lots can be accessed from Gondola Way through the Bear Creek Strata lands. There is a statutory right of way in place across the private Bear Creek Strata lands, securing access to the property.
	(c) the project must comply with all applicable policies of the OCP; and	<p>The rezoning of portions of the subject lands from Residential Single Estate One Zone (RS-E1) to RS1 and PAN1 advances policies within the OCP's Growth Management Chapter (Chapter 4) as follows:</p> <ul style="list-style-type: none"> <li>• The proposed rezoning is located within the existing urban development area and sets aside a 2.7 hectares for natural areas.</li> <li>• The rezoning is consistent with the character and scale of residential accommodation as described in Policy 4.1.1.3.</li> <li>• The rezoning is accommodated within the existing accommodation capacity and does require allocation of additional Bed Units.</li> </ul> <p>Other applicable policies of the OCP will be addressed through conditions of zoning adoption, as well as through future Development Permit approval requirements. No issues have been identified where the project cannot comply with all applicable policies.</p>
	(d) all proposed developments and changes in land use must be evaluated to the satisfaction of the municipality to assess impacts on:	
	i. balanced resort and community capacity;	Potential future development of the lands under the proposed rezoning is accounted for within the approved accommodation bed unit capacity of the resort community.
	ii. overall patterns of development of the community and resort;	"Zoning Amendment Bylaw (Bunbury Lands) No. 2191, 2018" is consistent with Schedule A – Whistler Land Use Map and Designations.
	iii. the character of Whistler's forested mountain environment, including preservation of green buffers, views, scenery and distinctive natural features;	2.7 hectares of the total 4.2 hectares is to be zoned PAN1 and remain unaltered for conservation use, preserving views and scenery. Additionally, the development covenant requires that fifteen percent of the RS1 zoned lands are to be tree preservation areas.
	iv. Whistler's <i>sensitive ecosystems</i> and biodiversity;	The Provincial Riparian Area Protection Regulations and Municipal Development Permit Approval requirements for Protection of Riparian Ecosystems

		and Protection of Sensitive Ecosystems apply. Additionally, the development covenant includes requirements to implement the recommendations and conclusions of the January 5, 2018 Initial Environmental Review by Cascade Environmental including environmental monitoring during construction and a snow management strategy for protection of the Streamside Protection Enhancement Area.
	v. scale, character and quality of development;	The scale, character and quality of the future development will be regulated by "Zoning Amendment Bylaw (Bunbury Lands) No. 2191, 2018", by the required Section 219 development covenant, and by any future Development Permits, as required. The scale is also considered to be consistent with Schedule A – Whistler Land Use Map and Designations as detailed in the main report.
	vi. compatibility with the surrounding area or neighbourhood;	The proposed rezoning is considered compatible with the surrounding area and neighbourhood. Additionally, "Zoning Amendment Bylaw (Bunbury Lands) No. 2191, 2018" is consistent with Schedule A – Whistler Land Use Map and Designations and other outstanding issues have now been addressed, as detailed in the main report.
	vii. quality of life of Whistler's residents;	No anticipated impact on the quality of life of Whistler's residents. Public access will remain over the existing ski out trail easement on the subject lands.
	viii. quality of experience for Whistler's visitors;	No anticipated impact on the quality of experience for Whistler's visitors. Public access will remain over the existing ski out trail easement on the subject lands.
	ix. geotechnical, flood and wildfire hazard;	Consideration of storm water management was conducted as part of the Preliminary Servicing Design Brief prepared by Gilbey Engineering Services. Further site specific assessment and designs for individual developments are completed at the time of building permit. The lands are located within an area designated as a Development Permit Area for Wildfire Protection. Future developments will require development approval consistent with the applicable guidelines.
	x. archaeological, heritage and cultural resources;	There are no identified impacts on archaeological, heritage or cultural resources.
	xi. traffic congestion and safety, including traffic volumes and patterns on Highway 99 and the local road system;	No significant impacts are anticipated with two additional lots.
	xii. local economy;	No significant impacts on the local economy are anticipated with two additional lots.
	xiii. municipal finance;	The proposed rezoning represents a reallocation of existing permitted density for future development. After subdivision completion, two additional residential lots will be added to the residential tax roll.



	xiv. social, health, recreation, education and emergency facilities and services;	No significant impacts are anticipated with two additional lots.
	xv. employee housing; and	The RS1 Zone permits auxiliary residential dwelling units if lots are serviced by an acceptable community sewer system.
	xvi. community energy and GHG emissions, water supply and conservation and solid waste.	The proposed rezoning represents a reallocation of existing density. There are no incremental impacts on these areas resulting from the proposed rezoning. The RMOW Building Bylaw will require the new development to achieve a minimum of BC Energy Step Code 4. Any future development will be required to adhere to applicable bylaws and policies applicable at time of Development Permit and Building Permit.

## STAFF REPORT TO COUNCIL

**PRESENTED:** March 8, 2022  
**FROM:** Infrastructure Services  
**SUBJECT:** PRESSURE REDUCING VALVE UPGRADES AND DECOMMISSIONING PROJECT CONTRACT

**REPORT:** 22-032  
**FILE:** E204

### RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

**That** the recommendation of the General Manager of Infrastructure Services be endorsed.

### RECOMMENDATION(S)

**That** Council award the contract for the Pressure Reducing Valve Upgrades and Decommissioning Project in the amount of \$1,371,595.00 (exclusive of GST) to Coastal Mountain Excavations Ltd. in accordance with their tender submission dated February 8, 2022.

### PURPOSE OF REPORT

The purpose of this Report is to inform Council of the status of the Pressure Reducing Valve (PRV) Upgrades and Decommissioning Project procurement process, and to request approval to proceed with the contract award for the construction work to implement the PRV Upgrades and Decommissioning Project in the amount of \$1,371,595.00 (exclusive of GST).

☐ Information Report ☐ Administrative Report (Decision or Direction)

### DISCUSSION

#### Background

The Resort Municipality of Whistler's (RMOW) water distribution systems deliver pressurized water to homes and businesses through approximately 177km of water mains. The homes and businesses throughout Whistler are located at various elevations. The varied elevations increases pressure in the piping when water moves from higher to lower elevations. In order to control this pressure the RMOW operates 30 PRV stations, either in conjunction with pump stations or stand-alone sites. These PRVs establish and maintain 20 pressure zones within the water distribution system. These zones enable the RMOW to obtain, treat and store water at various locations, and then distribute the water to the homes and businesses within a range of acceptable pressures. The acceptable range of pressures to the larger residential and commercial buildings will often result in the delivery of water at a greater pressure than the normal maximum pressure for a household plumbing system. Smaller PRVs in the system manage this discrepancy.

Staff have been working with an engineering consultant since 2020 to complete the design of the PRV upgrades as recommended by the staff from the Utilities department. The Utilities staff have identified three PRVs that require upgrades due to the infrastructure being at end of life, the infrastructure being located in underground vaults, and the limited space inside the vault to safely maintain the infrastructure. The contract also includes decommissioning three PRVs that are no longer required to support the water distribution system.

The construction work is scheduled to commence in May 2022, and will be complete by November 2022.

The project includes upgrades to the following three PRVs:

#### **7146 Nester's Road**

The upgrade to the PRV located at 7146 Nester's Road includes new piping, fittings, and valves to suit the new PRV and the installation of a kiosk to house the mechanical piping, PRV, flow meters and pressure monitor. The new PRV kiosk will be located five meters from the existing underground vault. The installation of a second kiosk to house the new power and control systems to support the new PRV is also required, as is the removal of the existing below grade vault. Site restoration will be completed at the end of the project, either late in 2022 or in the spring of 2023.

#### **2147 Lake Placid Road**

The PRV located at Lake Placid Road East and Highway 99 will be relocated to 2147 Lake Placid Road. The new PRV location is adjacent to the existing Gondola sewage lift station. The upgrade includes a new water main on Lake Placid Road to connect to the new PRV. The installation of a kiosk to house the mechanical piping, PRV, flow meters and pressure monitor will be part of the project. The electrical power and control systems to support the new PRV will be located at the Gondola Sewage lift station. Also included is the removal of the existing PRV vault at the intersection of Lake Placid Road and Highway 99. The project includes site restoration for both locations.

#### **2135 Whistler Road**

The upgrade to the PRV located at 2135 Whistler Road includes new piping and fittings to suit the new isolation valve. The new isolation valve kiosk will be located approximately 10 meters from the existing vault. The project will include the installation of a kiosk to house the mechanical piping, isolation valve, actuator, flow meters and pressure monitor. A new kiosk to house the electrical power and control systems to support the new isolation valve is also required. As with the other PRV upgrades, site restoration will be completed at the end of the project.

#### **Decommissioning**

Decommissioning of three PRVs and the associated site restoration at the following locations: 4001 Highway 99, 3001 Brio Entrance, 5801 Alta Lake Road is included in the contract.

### **Analysis**

#### **TENDER RESULTS**

The Invitation to Tender for the PRV Upgrade and Decommissioning Project was sent to the 24 qualified vendors that were successful in the December 2020-2021 Request for Statement of Qualifications process. The tender was advertised publically between January 6 and February 8, 2022. One non-mandatory pre-tender site meeting was held for this project on October 20, 2021 with five contractor representatives in attendance.

The procurement process resulted in four tenders submitted to complete the work. All bidders are qualified to complete the work and staff recommend that the contract be awarded to the lowest bidder.

Note: All costs stated in this discussion and subsequent sections are exclusive of GST.

Results from four bidders are listed in Table 1 – Tenderers Submissions:

Table 1 – Tenderers Submissions

TENDERER		TOTAL PRICE (EXCLUDING GST)	VARIANCE TO ENGINEER'S ESTIMATE
1	Coastal Mountain Excavations Ltd.	\$1,371,595.00	-25%
2	Drake Excavating (2016) Ltd.	\$2,081,500.00	14%
3	Jacob Bros. Construction Inc.	\$2,418,200.00	32%
4	HANNA Infrastructure Ltd.	\$2,549,500.00	40%
	Engineer's Estimate (HDR Inc.)	\$1,826,000.00	

## POLICY CONSIDERATIONS

Council Policy F-29: *Procurement Policy* and Administrative Procedure D-1: *Procurement* require Council approval for any contracts over the value of \$500,000.

### Corporate Plan

The RMOW Corporate Plan is updated annually and articulates strategic direction for the organization. This section identifies how this report links to the plan.

#### Council Focus Areas

☐ Community Balance

*Effectively **balance resort and community needs** through deliberate planning, partnerships and investment*

☐ Climate Action

*Provide leadership to **accelerate climate action and environmental performance** across the community*

☐ Housing

*Advance strategic and innovative initiatives to enable and **deliver additional employee housing***

☐ Pandemic Recovery

*Leadership and support for **community and tourism recovery and sustainability** – priority focuses are where recovery needs intersect with other Council focus areas*

☒ Not Applicable

### Corporate Goals

- ☐ Community character and mountain culture is reflected in municipal initiatives
- ☐ Municipal decision-making supports the effective stewardship of natural assets and ecological function
- ☒ Corporate policies and operations ensure continuous excellence in infrastructure, facility and program management
- ☐ A high level of accountability, transparency and community engagement is maintained
- ☒ Corporate financial health is optimized to ensure long-term community success
- ☐ A vibrant local economy and safe, resilient resort community is effectively reinforced by organizational activities
- ☐ Pandemic recovery

### Community Vision and Official Community Plan (OCP)

#### Goals, Objectives and Policies

**Goal 12.1** of Whistler's OCP is to provide safe drinking water and reliable water supplies. This project is directly related to this goal, and specifically to the following objective and policy:

**12.1.1. Objective** Maintain a potable water supply system that continues to produce sufficient domestic water quantities for current and planned future development, and water quality that meets or exceeds the Canadian Drinking Water Guidelines and fulfils the requirements of the Permit(s) to Operate issued by the Local Health Authority.

**12.1.1.1. Policy** Maintain a water supply system, as illustrated in Schedule H, that continues to produce sufficient domestic and firefighting water quantities for current and planned future development, and water quality that meets or exceeds the Canadian Drinking Water Guidelines and fulfils the requirements of the annual Permit(s) to Operate issued by the Local Health Authority.

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### BUDGET CONSIDERATIONS

The current approved budget for the PRV Upgrades and Decommissioning Project draws on the following project codes:

- E204-01 for upgrading P241 at 7146 Nester's Road,
- E204-03 for upgrading P243 at Lake Placid Road East at Highway 99,
- E204-06 for upgrading P252 Highland Control Valve at 2135 Whistler Rd.,
- E204-33 PRV Demolition, and;
- E204-32 PRV Upgrade Planning.

The project costs to-date and 2022 project budget are shown below in Table 2 – Total Project Budget.

The breakdown of the tender result per PRV, and budget comparison are shown below in Table 3 – Coastal Mountain Excavations Ltd. Tender Results and Budget Comparison. All four project tender prices are below the 2022 budget.

Table 2 – Total Project Budget

BUDGET CODE NUMBER & NAME	ACTUAL DESIGN COST (2020-2021)	2022 BUDGET	2023 BUDGET	TOTAL
E204-01 P241 7146 Nester's Road	\$28,758	\$625,000	\$25,000	<b>\$678,758</b>
E204-03 P243 Lake Placid Road East at Highway 99	-	\$800,000	\$25,000	<b>\$825,000</b>
E204-06 P252 Highland Control Valve – 2135 Whistler Rd.	-	\$450,000	\$25,000	<b>\$475,000</b>
E204-33 PRV Demolition	-	\$300,000	\$50,000	<b>\$350,000</b>
E204-32 PRV Upgrade Planning	\$100,581	-	-	<b>\$100,581</b>
<b>TOTAL</b>	<b>\$129,339</b>	<b>\$2,175,000</b>	<b>\$125,000</b>	
<b>TOTAL PROJECT BUDGET</b>				<b>\$2,429,339</b>

Table 3 – Coastal Mountain Excavation Ltd. Tender Results and Budget Comparison

BUDGET CODE NUMBER AND NAME	2022 BUDGET	ENGINEERS COST ESTIMATE	COASTAL MOUNTAIN EXCAVATIONS LTD. TENDER	VARIANCE TENDER TO BUDGET (%)
E204-01 P241 7146 Nester's Road	\$625,000	\$552,000	\$448,820	-28
E204-03 P243 Lake Placid Road East at Highway 99 PRV	\$800,000	\$659,000	\$400,270	-50
E204-06 P252 Highland Control Valve – 2135 Whistler Rd.	\$450,000	\$391,000	\$350,705	-22
E204-33 PRV Demolition	\$300,000	\$224,000	\$109,000	-64
Mobilization / demobilization			\$62,800	
<b>Total</b>	<b>\$2,175,000</b>	<b>\$1,826,000</b>	<b>\$1,371,595</b>	<b>-37</b>

## TOTAL 2022 PROJECT COST OVERVIEW

Shown below in Table 4 is a summary of the estimated total project cost for the procurement, construction and project management in 2022.

Table 4 – 2022 Estimated Total Project Cost and Total Project Budget

BUDGET CODE NUMBER AND NAME	2022 PROJECT COST – COASTAL MOUNTAIN EXCAVATIONS TENDER PRICE	2022 PROJECT MANAGEMENT (PM) COST ESTIMATE	TOTAL 2022 ESTIMATED PROJECT COST (TENDER PLUS PM)	TOTAL 2022 BUDGET
E204-01 P241 7146 Nester's Road	\$448,820	\$71,989	\$520,809	\$625,000
E204-03 P243 Lake Placid Road East at Highway 99 PRV	\$400,270	\$64,202	\$464,472	\$800,000
E204-06 P252 Highland Control Valve – 2135 Whistler Rd.	\$350,705	\$56,252	\$406,957	\$450,000
E204-33 PRV Demolition	\$109,000	\$27,556	\$136,556	\$300,000

Mobilization / demobilization	\$62,800		\$62,800	
Total	<b>\$1,371,595</b>	<b>\$220,000</b>	<b>\$1,591,595</b>	<b>\$2,175,000</b>

## SAFETY

Coastal Mountain Excavations Ltd., in addition to all RMOW vendors, will be following the recommended safety guidelines with respect to COVID-19 as set forth by the BC Provincial Health Officer and the BC Construction Safety Alliance. Their safe work procedures will be reviewed, approved and adjusted daily (as required) prior to starting work.

## LIL'WAT NATION & SQUAMISH NATION CONSIDERATIONS

The RMOW is committed to working with the Lil'wat People, known in their language as *L'il'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. This section identifies areas where RMOW activities intersect with these relationships.

There are no specific considerations to include in this report.

## COMMUNITY ENGAGEMENT

Level of community engagement commitment for this project:

☒ Inform    ☐ Consult    ☐ Involve    ☐ Collaborate    ☐ Empower

Comment(s):

RMOW staff are actively engaged with the neighbourhood residents and public with regards to this project and its impact to the community through the Project website and *Pique Newsmagazine* advertisement.

## REFERENCES

Appendix A – E204-01-03-06-33 Tender Award Recommendation

## SUMMARY

Staff recommend Council award the contract for the PRV Upgrade and Decommissioning Project in the amount of \$1,371,595.00 (exclusive of GST) to Coastal Mountain Excavations Ltd. in accordance with



their tender proposal dated February 8, 2022. This project will upgrade three PRVs within the water distribution system, and decommission three PRVs that are no longer required. This project is an important part of our on-going long-term water distribution system asset management plan.

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### **SIGN-OFFS**

**Written by:**

Chelsey Roberts, ASCT  
Acting Capital Projects Manager

**Reviewed by:**

James Hallisey,  
General Manager of Infrastructure Services

Virginia Cullen,  
Chief Administrative Officer

February 14, 2022

Chelsey Roberts, A.Sc.T,  
Resort Municipality of Whistler  
4325 Blackcomb Way  
Whistler, BC V8E 0X5

Dear Ms. Roberts,

Four submissions were received for Tender E204-01-03-06-33 by closing time on February 8<sup>th</sup> at 2 pm PST. Submitted bids are summarized in the following table.

	CME	Drake Excavating	Jacob Brothers	HANNA Infrastructure Ltd.	Engineers Estimate
Tender Price incl. optional work (excl GST)	\$1,371,595.00	\$2,081,500.00	\$2,418,200.00	\$2,549,500.00	\$1,826,000.00
Exceptions	None	None	None	None	
Major Sub- contractors	Corporate Electric  Coast Water Systems  Alpine Paving	McGladder Electric  Taller Contracting	Alpine Paving  Boieau Electric and Pole Line Ltd  LMS Steel  CanWest Cutting & Coring	ICONIX/Absolute Mechanical  Corporate Electric	
Form of Tender	X	X	X	X	
Receipt of Addenda	X	X	X	X	
Schedules	X	X	X	X	
Bid Bond	X	X	X	X	

The lowest bidder, CME Construction, is locally based in Whistler and has completed similar civil/mechanicals works, including the Alta Vista PRV, Baxter's Reservoir and Wedgewoods Well#1 chlorination facility. Their sub-contractors, Corporate Electrical, Coast Water and Alpine Paving are well known and have completed similar work throughout Whistler and the Lower Mainland. CME has noted a 9 month construction schedule with substantial completion by November 25<sup>th</sup>, 2022.

The second lowest bidder is Drake Excavating Construction who have also completed similar work within Whistler. Their electrical sub-contractor is known to the HDR team and have performed satisfactorily in the past. Drake Excavating did not name their mechanical sub-contractor.

The price variation between the low bidder and the engineer's estimate and the 2<sup>nd</sup> lowest bidder is 25% below the engineers estimate and 39% below the second bidder. We note the following considerations:

- The mechanical supplier for CME, Coast Water Valve, has completed numerous kiosk based PRV systems throughout Coastal B.C. and is very familiar with the necessary work. They were only listed as a sub-contractor on the CME submission.
- CME's civil and demolition estimate was approximately 50% of the engineer's estimate; however, their estimate is consistent with Jacob Bros estimate. Due to the nature of demolition this work is difficult to estimate and should be expected to vary.
- The most significant variation in pricing was PRV P243 (Lake Placid) which was 37% lower than the engineer's estimate. The civil construction line-item accounts for the majority of this savings and is partially associated with the change in the final design to fill and leave-in-place the existing vault rather than remove it (saving the restoration requirements). This was not updated in the final IFC cost estimate.

As the submission from CME is compliant with the bid requirements, and is the lowest price, we recommend that the Resort Municipality of Whistler consider awarding CME Construction the project, including optional work, in the amount of \$1,371,595.00 plus GST. We also recommend that Whistler retain a construction contingency, in the amount of at least 10%, or around \$140,000, to address any unforeseen conditions or revisions to the scope during the construction program.

Should you have any questions please contact the undersigned.

Sincerely,  
HDR Corporation

A handwritten signature in blue ink, appearing to read 'W Bayless', is written over the printed name.

Walt Bayless, P.Eng  
*Project Manager*

Table A- PRV UPGRADE (P241, P243, P252)

ITEM	DESCRIPTION	UNIT	QTY	CME	Drake Excavating	Jacob Brothers	HANNA Infrastructure	Engineers Estimate
1	<b>General Requirements</b>							
	a) Mobilization/ Demobilization	Lump Sum	1	\$ 62,800.00	\$ 40,000.00	\$ 120,000.00	\$ 160,000.00	\$ 61,000.00
	Sub-Total Item 1 – General Requirements			\$ 62,800.00	\$ 40,000.00	\$ 120,000.00	\$ 160,000.00	\$ 61,000.00
2	<b>P241- Nesters Road</b>							
	a) Shop Drawings and submittals	Lump Sum	1	\$ 5,860.00	\$ 15,000.00	\$ 16,000.00	\$ 5,000.00	\$ 26,942.97
	b) Civil	Lump Sum	1	\$ 103,870.00	\$ 160,000.00	\$ 255,200.00	\$ 240,000.00	\$ 189,928.55
	c) Concrete	Lump Sum	1	\$ 20,247.00	\$ 40,000.00	\$ 26,000.00	\$ 28,000.00	\$ 33,308.72
	d) Mechanical	Lump Sum	1	\$ 180,922.00	\$ 180,000.00	\$ 270,000.00	\$ 240,000.00	\$ 106,446.61
	e) Electrical	Lump Sum	1	\$ 100,257.00	\$ 175,000.00	\$ 200,000.00	\$ 128,000.00	\$ 129,500.71
	f) Decommissioning and Removal	Lump Sum	1	\$ 8,896.00	\$ 25,000.00	\$ 7,800.00	\$ 17,000.00	\$ 28,371.04
	g) Testing and Start-up	Lump Sum	1	\$ 28,768.00	\$ 10,000.00	\$ 8,600.00	\$ 15,000.00	\$ 16,285.71
	Sub-Total Item 2 – P241			\$ 448,820.00	\$ 605,000.00	\$ 783,600.00	\$ 673,000.00	\$ 530,784.32
3	<b>P243- Lake Placid Road</b>							
	a) Shop Drawings and submittals	Lump Sum	1	\$ 3,900.00	\$ 15,000.00	\$ 16,000.00	\$ 5,500.00	\$ 28,585.23
	b) Civil	Lump Sum	1	\$ 127,975.00	\$ 261,500.00	\$ 330,000.00	\$ 280,000.00	\$ 302,428.37
	c) Concrete	Lump Sum	1	\$ 18,475.00	\$ 40,000.00	\$ 12,000.00	\$ 25,000.00	\$ 39,819.69
	d) Mechanical	Lump Sum	1	\$ 175,810.00	\$ 180,000.00	\$ 260,000.00	\$ 240,000.00	\$ 110,089.47
	e) Electrical	Lump Sum	1	\$ 32,540.00	\$ 120,000.00	\$ 140,000.00	\$ 127,000.00	\$ 98,198.57
	f) Decommissioning and Removal	Lump Sum	1	\$ 12,800.00	\$ 100,000.00	\$ 17,000.00	\$ 64,000.00	\$ 33,188.26
	g) Testing and Start-up	Lump Sum	1	\$ 28,770.00	\$ 10,000.00	\$ 6,200.00	\$ 22,000.00	\$ 21,428.57
	Sub-Total Item 3 –P243			\$ 400,270.00	\$ 726,500.00	\$ 781,200.00	\$ 763,500.00	\$ 633,738.16
4	<b>P252- Whistler Road</b>							
	a) Shop Drawings and submittals	Lump Sum	1	\$ 3,900.00	\$ 15,000.00	\$ 16,000.00	\$ 5,000.00	\$ 19,089.70
	b) Civil	Lump Sum	1	\$ 60,615.00	\$ 110,000.00	\$ 160,000.00	\$ 240,000.00	\$ 129,702.19
	c) Concrete	Lump Sum	1	\$ 20,340.00	\$ 40,000.00	\$ 26,000.00	\$ 25,000.00	\$ 24,818.64
	d) Mechanical	Lump Sum	1	\$ 128,000.00	\$ 90,000.00	\$ 170,000.00	\$ 180,000.00	\$ 58,238.43
	e) Electrical	Lump Sum	1	\$ 100,350.00	\$ 175,000.00	\$ 200,000.00	\$ 127,000.00	\$ 119,085.37
	f) Decommissioning and Removal	Lump Sum	1	\$ 8,800.00	\$ 40,000.00	\$ 15,000.00	\$ 40,000.00	\$ 13,198.71
	g) Testing and Start-up	Lump Sum	1	\$ 28,700.00	\$ 10,000.00	\$ 6,200.00	\$ 22,000.00	\$ 11,571.43
	Sub-Total Item 4 – P252 Whistler Road			\$ 350,705.00	\$ 480,000.00	\$ 593,200.00	\$ 639,000.00	\$ 375,704.46
QUOTE PRICE				\$ 1,262,595.00	\$ 1,851,500.00	\$ 2,278,000.00	\$ 2,235,500.00	\$ 1,601,226.94

**Table B- Optional Items (P249, P253, P272)**

ITEM	DESCRIPTION	UNIT	QTY	CME	Drake Excavating	Jacob Brothers	HANNA Infrastructure	Engineers Estimate
5	<b>P249- Golf Course</b>							
	h) Civil	Lump Sum	1	\$ 30,100.00	\$ 50,000.00	\$ 59,000.00	\$ 90,000.00	\$ 67,812.99
	i) Decommissioning and Removal	Lump Sum	1	\$ 8,800.00	\$ 50,000.00	\$ 15,000.00	\$ 32,000.00	\$ 13,301.96
	Sub-Total Item 5 – P249- Golf Course			<b>\$ 38,900.00</b>	<b>\$ 100,000.00</b>	<b>\$ 74,000.00</b>	<b>\$ 122,000.00</b>	<b>\$ 81,114.94</b>
6	<b>P253- Brio Entrance</b>							
	a) Civil	Lump Sum	1	\$ 29,100.00	\$ 35,000.00	\$ 18,000.00	\$ 75,000.00	\$ 77,862.02
	b) Decommissioning and Removal	Lump Sum	1	\$ 3,800.00	\$ 35,000.00	\$ 8,300.00	\$ 32,000.00	\$ 17,363.09
	Sub-Total Item 6 – P253 Brio Entrance			<b>\$ 32,900.00</b>	<b>\$ 70,000.00</b>	<b>\$ 26,300.00</b>	<b>\$ 107,000.00</b>	<b>\$ 95,225.12</b>
7	<b>P272- Alta Lake Road</b>							
	a) Civil	Lump Sum	1	\$ 29,500.00	\$ 30,000.00	\$ 34,000.00	\$ 71,000.00	\$ 42,973.71
	b) Decommissioning and Removal	Lump Sum	1	\$ 7,700.00	\$ 30,000.00	\$ 5,900.00	\$ 14,000.00	\$ 5,500.00
	Sub-Total Item 6 – P272- Alta Lake Road			<b>\$ 37,200.00</b>	<b>\$ 60,000.00</b>	<b>\$ 39,900.00</b>	<b>\$ 85,000.00</b>	<b>\$ 48,473.71</b>
QUOTE PRICE				<b>\$ 109,000.00</b>	<b>\$ 230,000.00</b>	<b>\$ 140,200.00</b>	<b>\$ 314,000.00</b>	<b>\$ 224,813.77</b>

**TENDER SUMMARY**

ITEM	DESCRIPTION	CME	Drake Excavating	Jacob Brothers	HANNA Infrastructure	Engineers Estimate
1	PART A- TENDER PRICE (From Table A)	\$ 1,262,595.00	\$ 1,851,500.00	\$ 2,278,000.00	\$ 2,235,500.00	\$ 1,601,226.94
2	PART B- TENDER PRICE (From Table B)	\$ 109,000.00	\$ 230,000.00	\$ 140,200.00	\$ 314,000.00	\$ 224,813.77
3	SUB-TOTAL  TENDER PRICE (PART A+ PART B)	\$ 1,371,595.00	\$ 2,081,500.00	\$ 2,418,200.00	\$ 2,549,500.00	\$ 1,826,040.70
4	GST (5%)	\$ 68,579.75	\$ 104,075.00	\$ 120,910.00	\$ 127,475.00	\$ 91,302.04
5	TOTAL TENDER PRICE	\$ 1,440,174.75	\$ 2,185,575.00	\$ 2,539,110.00	\$ 2,676,975.00	\$ 1,917,342.74

## STAFF REPORT TO COUNCIL

**PRESENTED:** March 8, 2022  
**REPORT:** 22-033  
**FROM:** Planning – Development  
**FILE:** RZ001157  
**SUBJECT:** RZ001157 - “OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW (5298 ALTA LAKE ROAD) NO. 2289, 2020” AND “ZONING AMENDMENT BYLAW (5298 ALTA LAKE ROAD) NO. 2283, 2020” – RESCIND THIRD READING REPORT

### RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

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

### RECOMMENDATION(S)

**That** Council consider rescinding third reading of “Official Community Plan Amendment Bylaw (5298 Alta Lake Road) No. 2289, 2020”; and,

**That** Council consider rescinding third reading of “Zoning Amendment Bylaw (5298 Alta Lake Road) No. 2283, 2020”; and further

**That** Council authorize staff to schedule a Public Hearing for “Official Community Plan Amendment Bylaw (5298 Alta Lake Road) No. 2289, 2020” and “Zoning Amendment Bylaw (5298 Alta Lake Road) No. 2283, 2020”.

### PURPOSE OF REPORT

The purpose of this report is to provide additional information to Council on statutory requirements applicable to official community plan (OCP) amendments, as it relates to “Official Community Plan Amendment Bylaw (5298 Alta Lake Road) No. 2289, 2020”. This additional information should have been provided to Council in advance of the March 9, 2021 Public Hearing.

As the statutory requirements were not met, this report recommends that Council consider rescinding third readings to both “Official Community Plan Amendment Bylaw (5298 Alta Lake Road) No. 2289, 2020” (OCP Amendment Bylaw No. 2289) and “Zoning Amendment Bylaw (5298 Alta Lake Road) No. 2283, 2020” (Zoning Amendment Bylaw No. 2283) so that Council can consider additional information about the bylaws followed by a further public hearing.

This report further recommends that Council direct staff to schedule a Public Hearing for OCP Amendment Bylaw No. 2289 and Zoning Amendment Bylaw No. 2283. Although the statutory requirements only apply to OCP amendments and do not apply to zoning amendments, staff recommend that a new Public Hearing be held for both bylaws as they are intrinsically connected.

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☐ Information Report

☒ Administrative Report (Decision or Direction)

## DISCUSSION

### Background

A Public Hearing was held on March 9, 2021 for OCP Amendment Bylaw No. 2289 and Zoning Amendment Bylaw No. 2283.

The lands that are the subject of the bylaws is 5298 Alta Lake Road, Whistler (see Appendix A).

The purpose of OCP Amendment Bylaw No. 2289 is to amend Schedule "A" (Whistler Land Use Map and Designations) of Whistler's OCP to change the land use designation of the subject lands from Visitor Accommodation to Protected Natural Area, Parks and Recreation, Residential and Visitor Accommodation, and Residential Low to Medium. The purpose of Zoning Amendment Bylaw No. 2283 is to amend the TA17 Zone (Tourist Accommodation Seventeen) to provide for 21 employee housing dwelling units, 11 tourist accommodation dwelling units, 11 residential dwelling units and an amenity building on a 1.93 hectare portion of the subject lands conditional on the provision of amenities. The amenities entitling the owner to the greater density of development are, transfer to the municipality of a 1.44 hectare portion of the subject lands for nature conservation park and community park and a 0.5 hectare portion of the subject lands for future employee housing, construction of valley trail on the subject lands, relocation and restoration of two heritage structures on the subject lands, construction of the community park on the subject lands, and construction of 21 employee housing dwelling units on the subject lands. The bylaws are being considered under the municipality's private sector employee housing initiative.

On June 15, 2021 Council give third reading to OCP Amendment Bylaw No. 2289 and Zoning Amendment Bylaw No. 2283, as amended. Subsequent to the bylaws receiving third reading, it was determined that certain information should have been provided to Council in advance of the Public Hearing on OCP Amendment Bylaw No. 2289 to meet statutory requirements applicable to OCP amendments. This report provides additional information to Council on the statutory requirements applicable to OCP Amendment Bylaw No. 2289.

### Analysis

### **Consultation**

Section 475 of the *Local Government Act* (LGA) requires Council to consider, during the amendment of an OCP, whether the municipality ought to consult on the amendment with persons, organizations or authorities that might be affected, and specifically whether it ought to consult with the board of the Squamish Lillooet Regional District (SLRD), first nations, a board of education, or the provincial and federal governments and their agencies, and if so whether opportunities for consultation should be early and ongoing. The existence and extent of any consultation processes would clearly depend on the scope of the proposed amendment.

Staff's December 1, 2020 Administrative Report No. 20-119, regarding the need to amend OCP mapping to accommodate this project, only addressed consultation with Lil'Wat Nation and Squamish Nation. Staff have given further consideration to the requirements of s. 475 of the LGA and have

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determined that OCP Amendment Bylaw No. 2289 does not affect the interests of the SLRD or any federal or provincial government department or agency such that any consultation is required with those entities, or with any other persons, organizations or authorities, apart from the consultation described in the December 1, 2020 Administrative Report No. 20-119.

In addition to the reference to boards of education in s. 475 of the LGA, s. 476 specifically requires Council to consult with the School District at the time of amending the OCP, seeking its input on specific matters related to demand on school facilities. Staff have recently referred OCP Amendment Bylaw No. 2289 to the School District #48. On March 2, 2022, School District #48 responded as follows: "This results in a potential increase in the K-12 student population of about 10 children. With our Whistler schools operating at their capacities, any potential increase in student population will have an impact on our schools. Please provide us with further information regarding this proposed development as it goes through the approvals process."

### **Financial Plan**

After first reading of an OCP amendment bylaw, s. 477 of the LGA requires Council to consider the amendment in conjunction with its financial plan. Staff have recently reviewed OCP Amendment Bylaw No. 2289 in relation to "Five-Year Financial Plan 2021-2025 Bylaw No. 2306, 2021" and have determined that OCP Amendment Bylaw No. 2289 raises no financial issues.

### **Waste Management Plans**

After first reading, Council must also consider OCP Amendment Bylaw No. 2289 in relation to the Resort Municipality of Whistler (RMOW)'s Liquid Waste Management Plan and the SLRD's Solid Waste and Resource Management Plan. Staff have reviewed OCP Amendment Bylaw No. 2289 and have requested that the owner develop and submit to the RMOW a solid waste management plan that describes how waste generated on the property will be managed as per "Solid Waste Bylaw No. 2139, 2017" and the SLRD Solid Waste and Resource Management Plan. Per the December 1, 2020 Administrative Report No. 20-119, consideration of adoption of OCP Amendment Bylaw No. 2289 and Zoning Amendment Bylaw No. 2283 will be contingent upon submission of a waste and recycling plan consistent with "Solid Waste Bylaw No. 2139, 2017" to the satisfaction of the General Manager of Resort Experience.

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## **POLICY CONSIDERATIONS**

### **Relevant Council Authority/Previous Decisions**

Council's authority to consider and adopt an official community plan bylaw and a zoning amendment bylaw is established in the LGA.

Previous Council decisions related to OCP Amendment Bylaw No. 2289 and Zoning Amendment Bylaw No. 2283 are listed below:

[June 15, 2021: Administrative Report to Council No. 21-066](#), RZ001157 – Public Hearing Summary and Third Reading Consideration for "Official Community Plan Amendment Bylaw (5298 Alta Lake Road) No. 2289, 2020" and "Zoning Amendment Bylaw (5298 Alta Lake Road) No. 2283, 2020"



MARCH 8, 2022

[February 02, 2021: Administrative Report to Council No. 21-012](#), RZ001157 – 5298 Alta Lake Road  
Zoning Amendment for Employee Housing

[December 01, 2020: Administrative Report to Council No. 20-119](#), RZ001157 – 5298 Alta Lake Road  
Rezoning/OCF Amendment for Employee/Market Housing

[September 15, 2020: Administrative Report to Council No. 20-087](#), RZ001157 – 5298 Alta Lake Road  
Rezoning/OCF Amendment

[June 23, 2020: Administrative Report to Council No. 20-057](#), RZ001157 – 5298 Alta Lake Road  
Rezoning - Employee/Market Housing

[February 18, 2020: Administrative Report to Council No. 20-019](#), RZ001157 – 5298 Alta Lake Road  
Rezoning - Employee/Market Housing

[September 17, 2019: Administrative Report to Council No. 19-118](#), RZ001157 – 5298 Alta Lake Road  
Rezoning – Market/ Employee Housing

### **Corporate Plan**

The RMOW Corporate Plan is updated annually and articulates strategic direction for the organization. This section identifies how this report links to the plan.

### **Council Focus Areas**

☒ Community Balance

*Effectively **balance resort and community needs** through deliberate planning, partnerships and investment*

☐ Climate Action

*Provide leadership to **accelerate climate action and environmental performance** across the community*

☒ Housing

*Advance strategic and innovative initiatives to enable and **deliver additional employee housing***

☐ Pandemic Recovery

*Leadership and support for **community and tourism recovery and sustainability** – priority focuses are where recovery needs intersect with other Council focus areas*

☐ Not Applicable

MARCH 8, 2022

### **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.

A review of the relevant objectives and policies of the OCP were provided in the September 15, 2020 Administrative Report No. 20-087.

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### **BUDGET CONSIDERATIONS**

The rezoning application is subject to rezoning application fees and cost recovery for staff processing and associated direct costs. Through the development of the lands there will be further processing and application fees for development permits and building permits, as well as applicable works and services cost charges. Costs for onsite and offsite infrastructure and park and trail improvements will be paid for by the development. The RMOW will ultimately be responsible for the maintenance of the lands to be transferred to the RMOW under Zoning Amendment Bylaw No. 2283.

Staff have reviewed OCP Amendment Bylaw No. 2289 in relation to "Five-Year Financial Plan 2021-2025 Bylaw No. 2306, 2021" and have determined that it raises no financial issues.

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### **LIL'WAT NATION & SQUAMISH NATION CONSIDERATIONS**

The RMOW is committed to working with the Lil'wat People, known in their language as *L'il'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. This section identifies areas where RMOW activities intersect with these relationships.

The results of the consultation with Lil'Wat Nation and Squamish Nation on OCP Amendment Bylaw No. 2289 were provided in the December 1, 2020 Administrative Report No. 20-119.

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### **COMMUNITY ENGAGEMENT**

Level of community engagement commitment for this project:

☐ Inform      ☒ Consult      ☐ Involve      ☐ Collaborate      ☐ Empower

Comment(s):

Community engagement on OCP Amendment Bylaw No. 2289 and Zoning Amendment Bylaw No. 2283 was described in the previous Council reports.

Both bylaws will be subject to a further Public Hearing adhering to statutory public notice requirements following rescinding of third reading of the bylaws and prior to Council consideration of third reading.

MARCH 8, 2022

## REFERENCES

Appendix A – Location Map

"Official Community Plan Amendment Bylaw (5298 Alta Lake Road) No. 2289, 2020" (included in Council package)

"Zoning Amendment Bylaw (5298 Alta Lake Road) No. 2283, 2020" (included in Council package)

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## SUMMARY

This report provides additional information to Council on statutory requirements applicable to OCP amendments as it relates to "Official Community Plan Amendment Bylaw (5298 Alta Lake Road) No. 2289, 2020". This additional information should have been provided to Council in advance of the March 9, 2021 Public Hearing. As the statutory requirements were not met, this report recommends that Council consider rescinding third readings to both "Official Community Plan Amendment Bylaw (5298 Alta Lake Road) No. 2289, 2020" and "Zoning Amendment Bylaw (5298 Alta Lake Road) No. 2283, 2020" and requests that Council direct staff to schedule a second Public Hearing for the two bylaws.

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## SIGN-OFFS

### Written by:

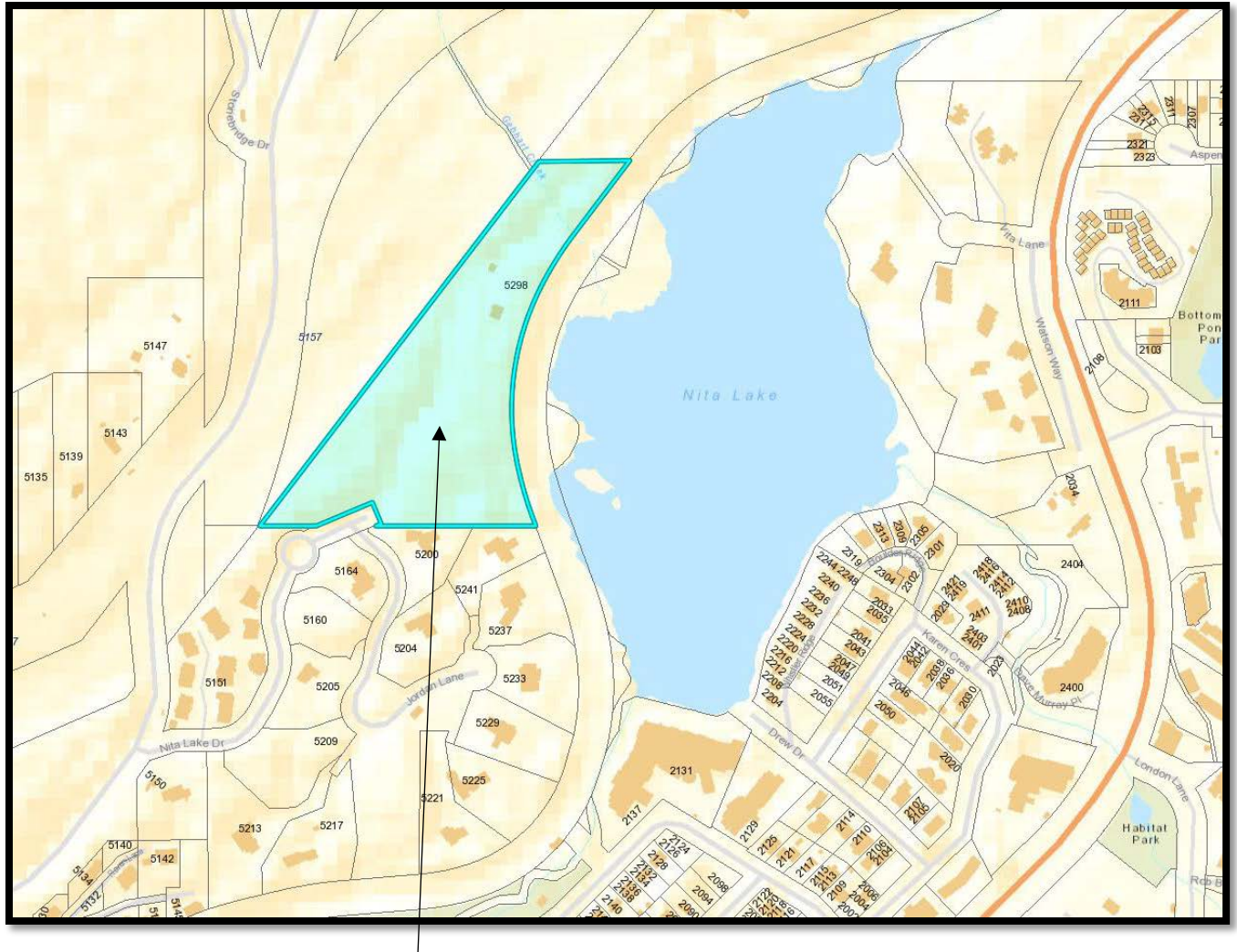
Melissa Laidlaw,  
Manager of Development Planning

### Reviewed by:

Jessie Gresley-Jones,  
General Manager of Resort Experience

Virginia Cullen,  
Chief Administrative Officer

**Appendix A – RZ001157 – Location Map**



Subject Lands – 5298 Alta Lake Road

**RESORT MUNICIPALITY OF WHISTLER**

4325 Blackcomb Way  
Whistler, BC Canada V8E 0X5  
whistler.ca

**TEL** 604 932 5535  
**TF** 1 866 932 5535  
**FAX** 604 935 8109

## STAFF REPORT TO COUNCIL

**PRESENTED:** March 8, 2022  
**REPORT:** 22-035  
**FROM:** Road Maintenance/Resort Experience Operations  
**FILE:** 569  
**SUBJECT:** SNOW AND ICE CONTROL - COUNCIL POLICY A-40

### RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

**That** the recommendations of the General Manager of Infrastructure Services and the General Manager of Resort Experience be endorsed.

### RECOMMENDATION(S)

**That** Council adopt the proposed *Snow and Ice Control Council Policy A-40* attached as Appendix A to this Administrative Report 22-035 documenting the Resort Municipality of Whistler's snow and ice control maintenance program; and

**That** Council rescind *Inspection of Roads - Council Policy E-5* dated April 7, 1986.

### PURPOSE OF REPORT

The purpose of this report is to inform Council of the details of the proposed new snow and ice control Council policy (Policy A-40). Policy A-40 will be the guidance document for the Infrastructure Services road maintenance department and the Resort Experience operations department when performing snow and ice maintenance duties within the Resort Municipality of Whistler (RMOW or municipality).

☐ Information Report ☒ Administrative Report (Decision or Direction)

### DISCUSSION

#### **Background**

Winter maintenance is performed by the RMOW on municipal roads, trails, sidewalks, as well as in designated areas of Whistler Village on behalf of its wholly owned subsidiary Whistler Village Land Co. (WVLC).

Winter maintenance occurs to ensure pedestrian and vehicle travel paths are passable for use. This work is carried out by municipal staff and by third-party independent contractors under contract to the RMOW. Winter maintenance activities are carried out between November 1 and March 30 each year.



## **Analysis**

The new Policy A-40 encompasses the different types of snow clearing and ice management performed by the RMOW. Different levels of management participate to make sure that Policy A-40 is upheld. The level of service that municipal staff can provide during a snow event is based on constraints such as financial, economic and social factors within the community.

The goal of Policy A-40 is to set an expectation for maintaining municipal roadways, sidewalks and valley trail infrastructure during the winter months of the year. Historically, RMOW municipal crews have met community service level expectations by employing operational procedures that documented the expectations. A recent Supreme Court of Canada decision has ruled that having a policy adopted by municipal council that documents that the political, economic and social factors of the community have been contemplated when drafting the policy, provides evidence that a policy defence would be available when facing negligence claims.

For roadways, *Council Policy E-5 Inspection of Roads*, adopted in 1986 does not reflect the current best practice for local government policies. Staff are recommending that this policy be rescinded and replaced with the new Policy A-40. For pathways, Valley Trail and the Village, the Resort Operations department followed documented procedures when performing ice and snow management tasks. Staff are recommending that Council Policy A-40 be approved to act as the overall Policy framework for snow and ice control for the RMOW.

Resources for winter maintenance are considered annually as part of the municipal budget process approved by Council. A review by staff determines where the maintenance program can be adjusted to meet set objectives. Council and staff must balance all community needs with the available resources when making maintenance decisions. As such, not all objectives can be achieved across all areas of the municipality concurrently. Therefore, areas of higher priority are maintained first, and most frequently, to reduce potential risk to the users and to the municipality. Areas of lower priority have reduced service intervals and are maintained after high priority areas have been addressed.

The new Policy A-40 is a management policy that clearly differentiates the types of snow and ice control performed by municipal staff. The policy reflects a hybrid approach to resolving service requests either submitted by the residents when an issue is identified in the community or identified during periodic inspections performed by staff; but before becoming a concern of residents. Staff also utilize input from residents who contact staff to report any snow and ice maintenance deficiencies they see out in the community that may require a response. Those deficiencies are recorded and prioritized for a response based on their severity.

Snow clearing and ice management along municipal roadways is performed by the roads maintenance staff and roads are maintained based on their classification as reflected in the Policy A\_40, designated as Priority 1, Priority 2 and Priority 3 roads. Routes utilized for public transit and emergency response are prioritized and maintained on a more frequent schedule compared to lower priority routes.

Sidewalks and Active Transportation pathways such as valley trails have their own priority designation. These locations around the community are either cleared and inspected daily, are unmaintained or are designated as multi use trails where no snow clearing is performed.

A series of community maps were developed to indicate where the different priority roads, sidewalks and valley trails are located and the maps are attached to the Policy A-40 as Schedule A of Appendix A.

## POLICY CONSIDERATIONS

### Relevant Council Authority/Previous Decisions

*Inspection of Roads - Council Policy E-5 – April 7, 1986*

### Corporate Plan

The RMOW Corporate Plan is updated annually and articulates strategic direction for the organization.

One of the RMOW's six Corporate Goals is "Corporate policies & operations ensure continuous excellence in infrastructure, facility & program management" Policy A-40 will help to ensure ongoing excellence in infrastructure management and resident satisfaction with road, sidewalk and valley trail snow and ice control.

### **Council Focus Areas**

☒ Community Balance

*Effectively **balance resort and community needs** through deliberate planning, partnerships and investment*

☒ Climate Action

*Provide leadership to **accelerate climate action and environmental performance** across the community*

☐ Housing

*Advance strategic and innovative initiatives to enable and **deliver additional employee housing***

☐ Pandemic Recovery

*Leadership and support for **community and tourism recovery and sustainability** – priority focuses are where recovery needs intersect with other Council focus areas*

☐ Not Applicable

### 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.

#### 8.8.1.3. Policy

Promote land use patterns, transportation routes and community facilities, amenities and spaces that meet the needs of an aging demographic.

#### 10.2.2. Objective

Prioritize infrastructure development and policies that support seamless, convenient and affordable access to preferred modes of transportation for intra-community travel.

#### 10.2.2.1. Policy

Use every reasonable opportunity to further the use of preferred modes of transportation.

#### 10.2.2.3. Policy

Increase year-round connections for *active transportation* modes throughout the community—especially in areas near convenience services.

#### 11.5.2. Objective

Maintain and construct infrastructure to ensure the transportation system can meet the resort's needs cost-effectively.

Municipal staff currently manage snow and ice to enable preferred modes of transportation, to ensure appropriate emergency and transit services can be provided, to allow residents and visitors to safely travel by automobile on municipal roadways, and to protect the municipality from liability if an incident occurs along municipal road, sidewalk and trail infrastructure.

### BUDGET CONSIDERATIONS

Policy A-40 documents the current work plan that municipal operation crews perform to manage snow and ice. No new budget implications are expected.

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### LIL'WAT NATION & SQUAMISH NATION CONSIDERATIONS

The RMOW is committed to working with the Lil'wat People, known in their language as *L'il'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.

There are no specific considerations to include in this report.

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### COMMUNITY ENGAGEMENT

Level of community engagement commitment for this project:

☒ Inform    ☐ Consult    ☐ Involve    ☐ Collaborate    ☐ Empower

The RMOW performs snow and ice management and has moved to update the current policy to better document the work that is expected to be performed. Under the new Policy A-40, the level of service provided by the municipality will not change from what the community currently experiences.

### REFERENCES

Appendix A - *Snow and Ice Control - Council Policy A-40*

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### SUMMARY

Staff are bringing forward this Council Policy A-40 at this time to document the expectations from Council of what municipal operations staff currently do to manage snow and ice to ensure pedestrian



and vehicle travel paths are possible for use in winter. Policy A-40 has considered the social, economic and financial implications of the snow and ice control program for the RMOW. Staff are also requesting that *Inspection of Roads - Council Policy E-5* be rescinded.

### **SIGN-OFFS**

**Written by:**

Andrew Tucker,  
Manager of Transportation and Waste  
Management

Derek Jazic,  
Manager of Resort Operations

**Reviewed by:**

James Hallisey,  
General Manager of Infrastructure Services

Jessie Gresley-Jones,  
General Manager of Resort Experience

Virginia Cullen,  
Chief Administration Officer



**THE RESORT MUNICIPALITY OF WHISTLER  
COUNCIL POLICY**

<b>POLICY NUMBER: A-40</b>	<b>DATE OF RESOLUTION:</b>
<b>NAME: Snow and Ice Control Policy</b>	

### 1.0 SCOPE OF POLICY

To provide for the safe passage of vehicles and pedestrians within the Resort Municipality of Whistler (RMOW) by ensuring that snow and ice control operations are carried out on roads, sidewalks, the Village stroll, and on the Valley Trail in a timely manner and in accordance with the priorities identified by Council, included as Schedule A of this Policy. The system of snow and ice control established by this policy is a reasonable allocation of budgetary resources and the availability of the RMOW personnel and equipment considering its other social and budgetary priorities.

### 2.0 OBJECTIVE

To provide for the safe passage of vehicles and pedestrians within the RMOW during snow and ice season.

### 3.0 DEFINITIONS

That the following definitions apply to this policy:

- a. **Aggregate:** an abrasive mix of salt and sand or sand applied to roadways to improve traction;
- b. **Bare Surface:** snow remaining on the concrete/pavement after Snow Clearing, shall not exceed four (4) cm;
- c. **Compacted Snow Surface:** Snow that has accumulated on the roadway, sidewalk, village stroll or valley trail surface and is packed by automotive or pedestrian traffic or leveled by snowplows;
- d. **Ice Control:** Involves the control of the build up of packed snow or ice on roadways, sidewalk, village stroll, and valley trail through the use of equipment, aggregates, or chemicals;
- e. **Passible Condition :** Roadway is passable for vehicles with proper winter tires and driving behavior according to the conditions (driving cautiously – defensively and at a speed appropriate for slippery roads, which is not necessarily the speed limit and could be significantly less than the posted speed limit); this does not mean bare pavement and some accumulations of snow or ice may be present ;
- f. **Recorded Temperature:** The temperature forecast for the RMOW by Environment Canada;

- g. **RMOW** – includes the Resort Municipality of Whistler and its wholly owned subsidiary, Whistler Village Land Co.;
- h. **Roads:** Includes but is not limited to public asphalt roads and lanes, parking stalls and lots, loading zones, transit stops and laybys, but does not include gravel roads;
- i. **Roads Snow Clearing Season:** November 1 – March 31
- j. **Road Snow Event:** Is a snowfall of greater than 10 centimetres (4 inches);
- k. **Snow Clearing:** means mechanical plowing and may be followed by Ice Control, as needed for icy conditions.
- l. **Snow Plowing:** Means to move or push the accumulation of snow from roads, sidewalks, village stroll, and valley trails using equipment, including, but not limited to, graders, loaders and plow trucks. Snow will not be cleared to bare pavement;
- m. **Snow Removal:** Involves the plowing of snow into piles, loading onto trucks, and subsequently hauling snow to snow disposal sites;
- n. **Trails Snow Clearing:** a department within the Resort Operations Department of the RMOW;
- o. **Valley Trail and Village Sidewalks** – the 3 metre wide paved trail in and throughout the RMOW connecting Whistler neighbourhoods, known as the Valley Trail and certain 2 metre wide paved pedestrian sidewalks within the RMOW boundaries as set out in Schedule A
- p. **Valley Trail Snow Clearing Season:** December 1 – March 31;
- q. **Valley Trail Snow Clearing Hours of Operation:** 5:00 am to 3:00 pm
- r. **Village or Pedestrian Stroll** – the pedestrian promenade linking the various plazas and squares of Whistler designated as the Village Stroll as set out in Schedule A
- s. **Village and Valley Trail Snow Event:** a snowfall of greater than 5 centimetres (2 inches) has accumulated on the ground;
- t. **Village Services** – a department of the Resort Operations Department of the RMOW;
- u. **Village Services Snow Clearing Hours of Operation:** From October to June 7 am to 5 pm; with an additional hour of coverage from 6 am to 7 am during the Snow Clearing Season, as required;
- v. **Village Snow Clearing Season:** November 1 – March 31;

#### 4.0 Snow Control: Roads

- a. The Roads Maintenance Supervisor or their designate will direct the commencement of Snow Plowing during and after a Road Snow Event;
- b. Snow Plowing priorities are identified as high priority (Priority 1 Roads), secondary priority (Priority 2 Roads), tertiary priority (Priority 3 Roads), (see Schedule A Snow and Ice Maps for identified priority routes);
- c. During an emergency response, Snow Clearing resources may be utilized to ensure that emergency response route(s) can be maintained to a Passable Condition;

- d. Snow Plowing shall be done in a manner to achieve a minimum five metres width for driving.
- e. Staff will initially plow Priority 1 Roads and maintain Priority 1 Roads to a Passable Condition until the termination of the Snow Event.
- f. Priority 2 Roads will be plowed to a Passable Condition once Priority 1 Roads remain at a Passable Condition;
- g. Priority 3 Roads will be plowed to a Compacted Snow Surface once Priority 1 and 2 Roads remain at a Passable Condition;

## **5.0 Snow Removal: Roads**

- a) Snow Removal priorities are based on the prioritized routes set out in Schedule A; If Snow Removal is required, the snow would be removed first from Priority 1 Roads, and any additional removal would follow the hierarchy of roads that is set out in Schedule A;
- b) Snow Removal may not be done during a Road Snow Event unless Priority 1 roads cannot be maintained passible due to the amount of snow accumulation and is at the discretion of the Supervisor or their designate;

## **6.0 Ice Control: Roads**

- a. The same priority routes identified in Schedule A will be utilized for Ice Control;
- b. Ice Control will be initiated by the Roads Maintenance Supervisor or their designate when the Recorded Temperature is forecast to reach 2 degrees Celsius or lower;
- c. Staff will initially commence Ice Control on Priority 1 Roads;
- d. Staff will commence Ice Control on Priority 2 Roads once Priority 1 Roads can be maintained to a Passable Condition;
- e. Application of Aggregate will take place on the following:
  - i. Hills;
  - ii. Curves;
  - iii. School zones;
  - iv. Bus stops;
  - v. before street signalized intersections; and
  - vi. before stop signs;
- f. Members of the public and staff are encouraged to immediately report any observed icy conditions for Priority 1, Priority 2 or Priority 3 Roads located in the RMOW to the Road Maintenance Supervisor or their designate. Reports of observed icy conditions will be reviewed during the operating hours of 7:30am to 4:30pm.

## **7.0 Snow Clearing and Removal: Village Pedestrian Stroll**

- a. The RMOW will be responsible for Snow Clearing on RMOW owned Village Stroll areas and Creekside municipal sidewalks on a priority basis in accordance with the route set out in Schedule A;
- b. Snow Plowing by contract will occur in areas identified in Sec. 7.0 a. in the event of 5cm of snow accumulation prior to 6:00 am;
- c. The contractor will make all reasonable efforts to snow clear the Village Stroll between the hours of 6:00 am and 10:00 am, before the Village Stroll becomes too congested with pedestrians;
- d. The RMOW will make all reasonable efforts to snow clear Creekside municipal sidewalks prior to 8:00am
- e. The RMOW will apply Ice Control methods on the Village Pedestrian Stroll as needed after Snow Plowing but prior to 8:00 am whenever possible;
- f. The RMOW will conduct Snow Removal from piled snow locations when time permits and the Supervisor determines that this activity is safe and can be completed without a risk to the pedestrian traffic;
- g. Snow accumulation after operational hours, as defined above, will be addressed in the following shift according to the priorities set out above;
- h. The RMOW encourages staff and members of the public to report icy conditions on the Village Pedestrian Stroll and responds to such reports during Regular Operational Hours, as defined above, within a reasonable timeframe. If icy, the Village Services Supervisor or designate will direct Village Services to apply Ice Control to address the icy conditions.

## **8.0 Snow Clearing and Removal: Valley Trail and Municipal Sidewalks**

- a. Snow Clearing priorities are identified as high priority (Priority 1 Areas) and secondary priority (Priority 2 Areas). See Schedule A for defined priority areas;
- b. That the Supervisor of Trails Snow Clearing and /or their designates(s) will direct the commencement of Snow Plowing after 5 cm of snow accumulation;
- c. Snow Clearing will initially be completed on Priority 1 Areas to a Bare Surface Condition and allow for equipment to complete one passes of all Priority 1 Areas;
- d. Snow Clearing of Priority 2 Areas will be completed to a Bare Surface Condition once Priority 1 Areas can be maintained to a Bare Surface Condition;

- e. That snow accumulation after operational hours, as defined above, will be addressed in the follow shift according to the priorities set out above;
- f. Ice Control will be initiated by the Trails Snow Clearing Supervisor or designate on the identified Valley Trail and Sidewalks identified in Schedule A when recorded temps are forecast to reach 0 degrees Celsius or lower;
- g. Ice Control will commence on Priority 1 trails and sidewalks;
- h. Ice Control will commence on Priority 2 trails and sidewalks after completion of Priority 1 trails and sidewalks;

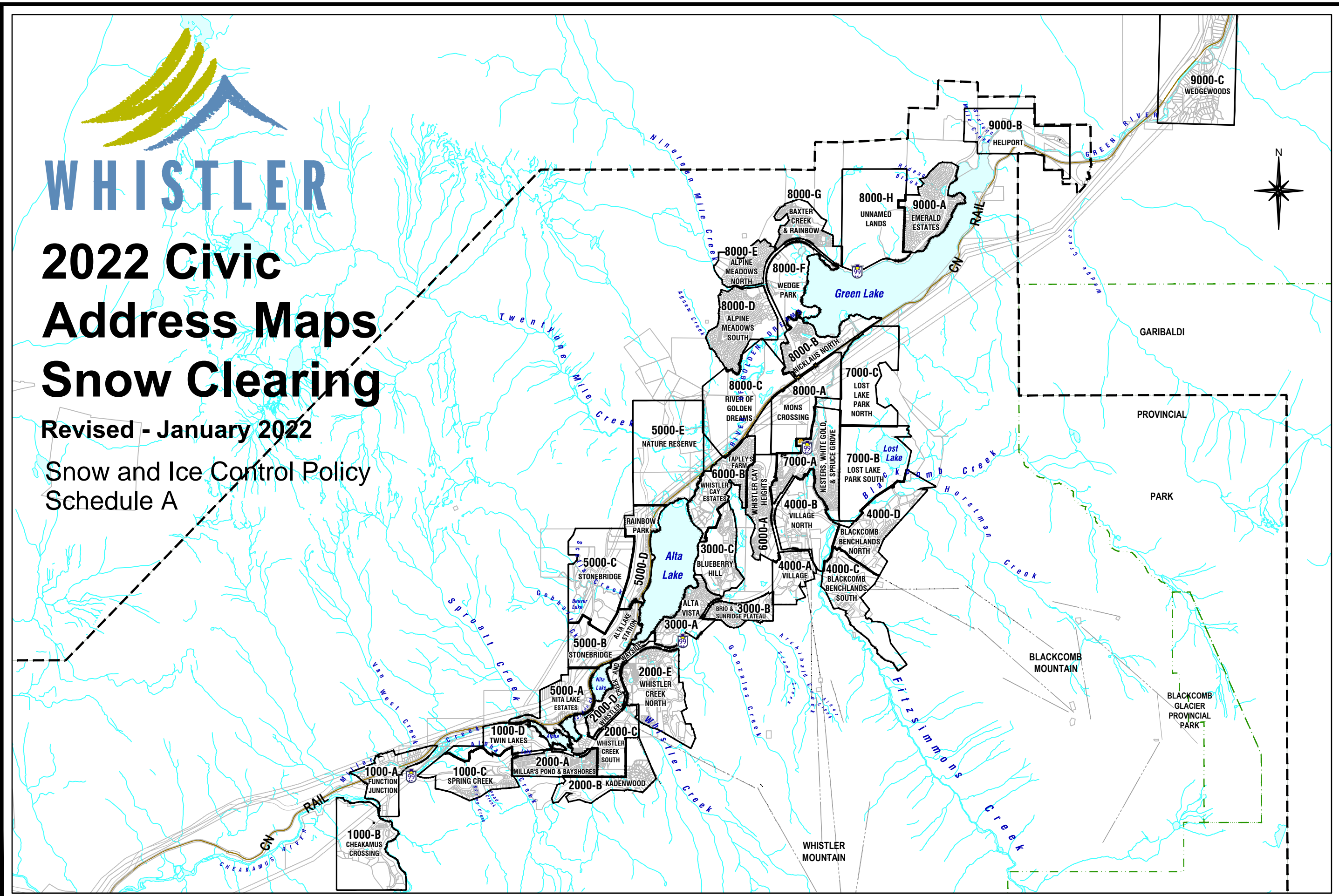
## 9.0 Record Keeping

- a. The Road Maintenance Supervisor or designate shall prepare and maintain written or electronic documentation including but not limited to:
  - 1. Daily weather forecast;
  - 2. Records that identify the time, equipment, and the operator for Snow Plowing, Snow Removal, and Ice Control operations;
  - 3. Service Requests made by the public and the response to the request.
- b. The Village Services Supervisor or their designate shall prepare and maintain written or electronic documentation noting:
  - 4. Daily weather forecast;
  - 5. Service requests made by the public and the response to requests relating to Village Pedestrian Stroll Snow Clearing.
- c. The Trails Snow Clearing Supervisor or their designate shall prepare and maintain written or electronic documentation noting:
  - 6. Daily weather forecast;
  - 7. Records that identify the time, equipment, and the operator for Snow Clearing operations;
  - 8. Service Requests made by the public and the response to requests relating to Valley Trail Snow Clearing.

Certified Correct:

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P. Lysaght  
Manager of Legislative Services/Corporate Officer



**WHISTLER**  
**2022 Civic**  
**Address Maps**  
**Snow Clearing**  
Revised - January 2022  
Snow and Ice Control Policy  
Schedule A

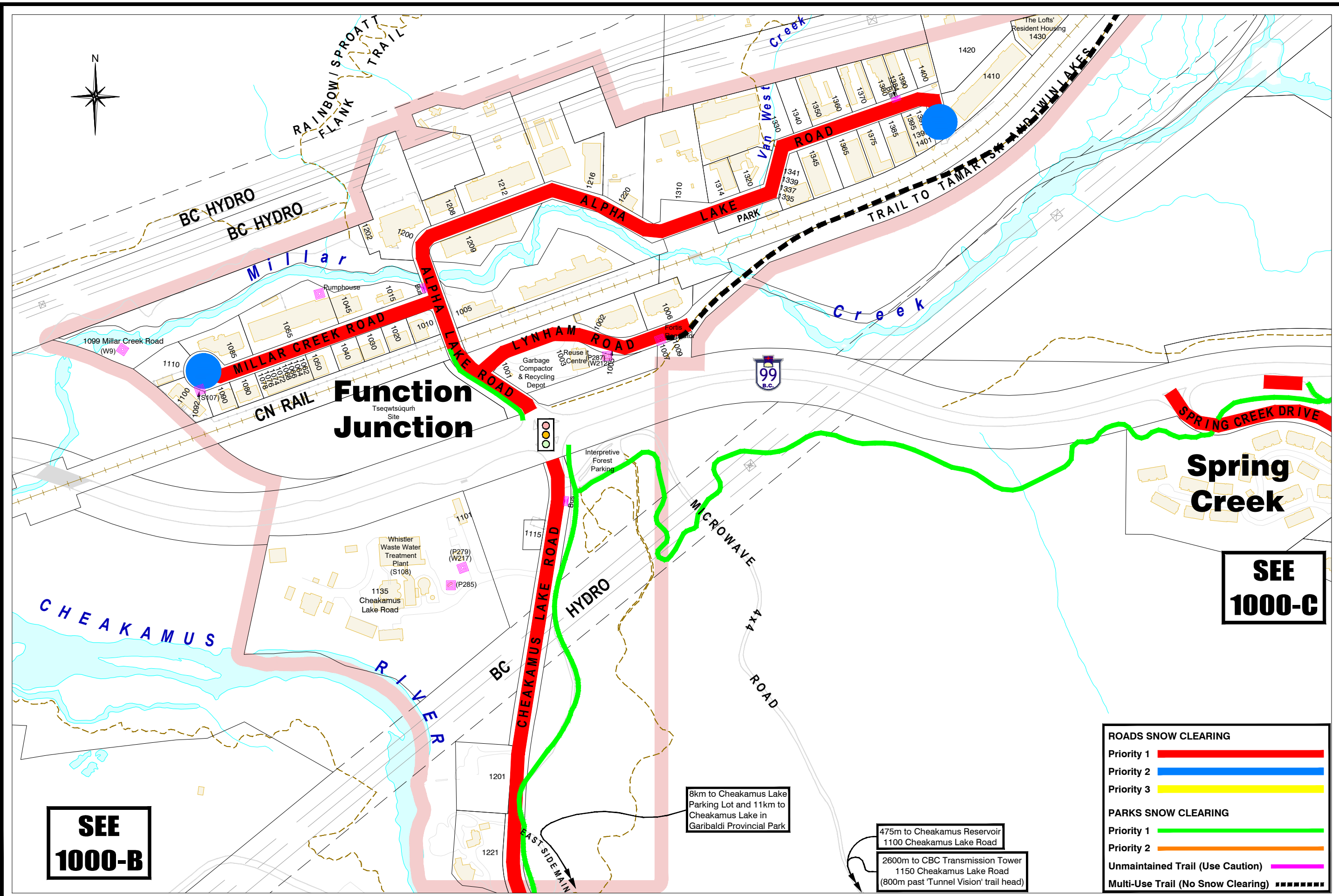
**SNOW  
CLEARING**

Not for Legal Reference  
Revised: January 19, 2022

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**KEY MAP**  
Jan 2022





**SEE  
1000-B**

**SEE  
1000-C**

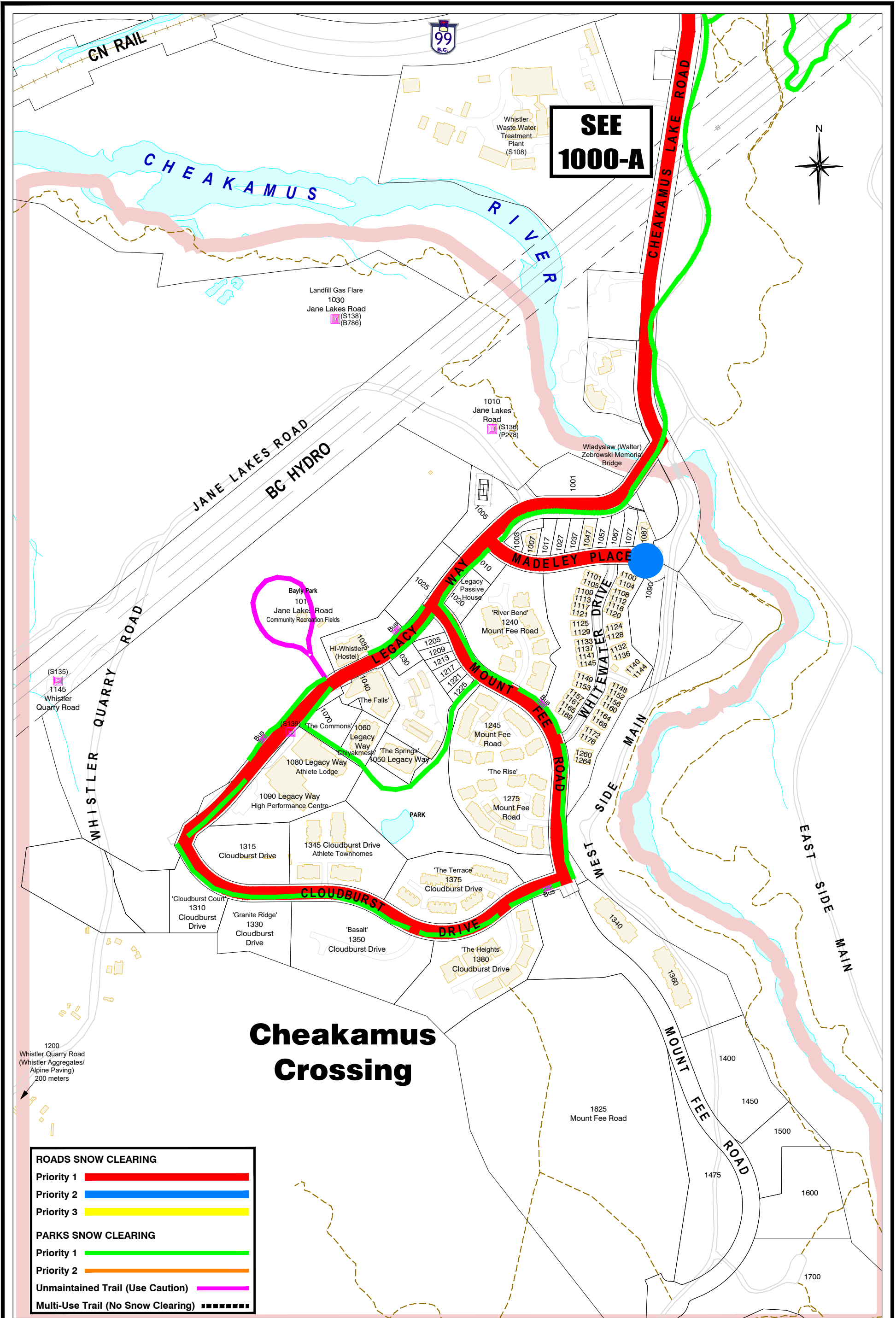
- ROADS SNOW CLEARING**
- Priority 1 █
  - Priority 2 █
  - Priority 3 █
- PARKS SNOW CLEARING**
- Priority 1 █
  - Priority 2 █
- Unmaintained Trail (Use Caution) █
- Multi-Use Trail (No Snow Clearing) - - - - -

8km to Cheakamus Lake  
Parking Lot and 11km to  
Cheakamus Lake in  
Garibaldi Provincial Park

475m to Cheakamus Reservoir  
1100 Cheakamus Lake Road

2600m to CBC Transmission Tower  
1150 Cheakamus Lake Road  
(800m past 'Tunnel Vision' trail head)



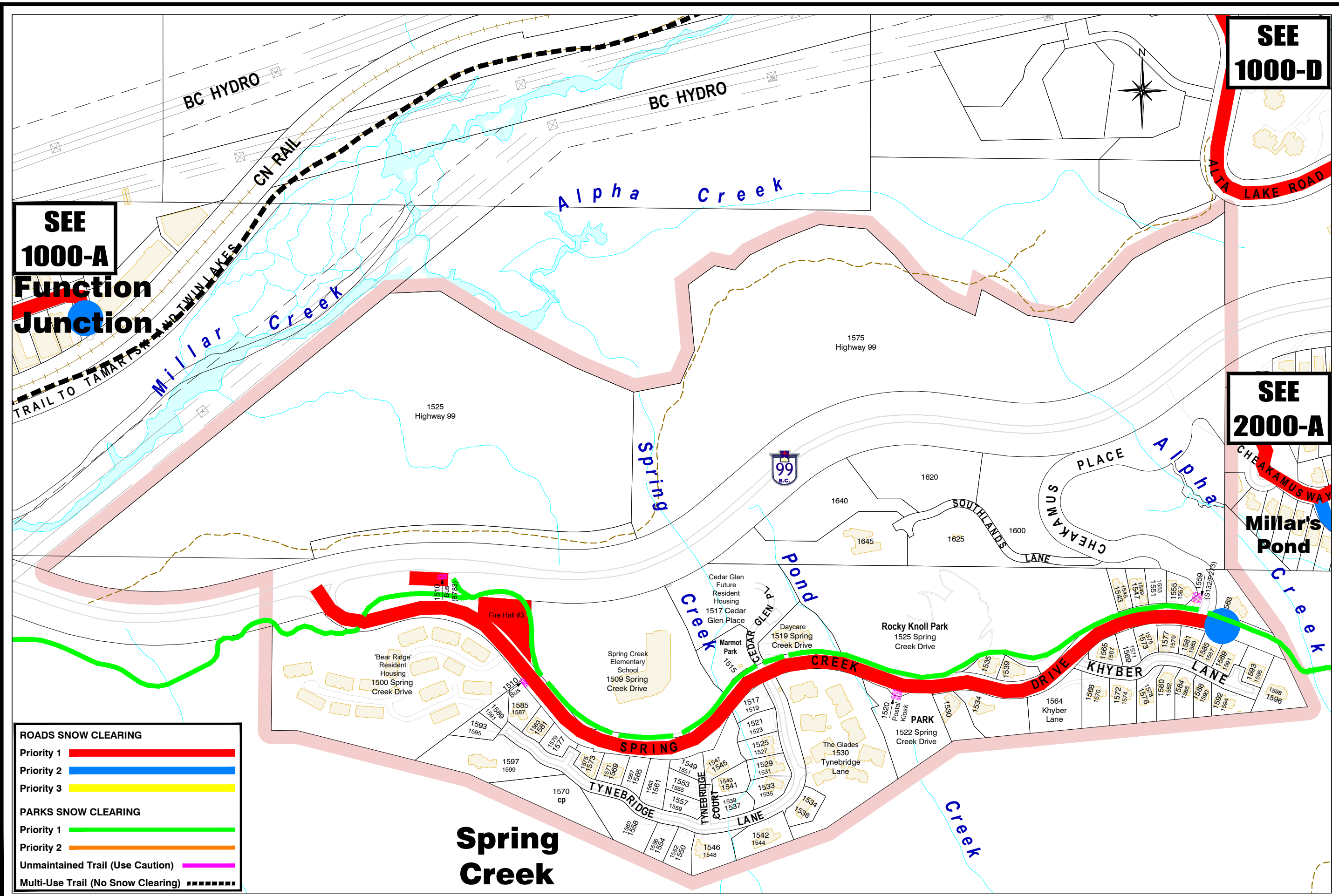


**SNOW  
CLEARING**

Not for Legal Reference  
Revised: January 19, 2022

Meters  
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**CHEAKAMUS CROSSING 1000-B**



**SEE 1000-A**  
**Function Junction**

**SEE 1000-D**

**SEE 2000-A**

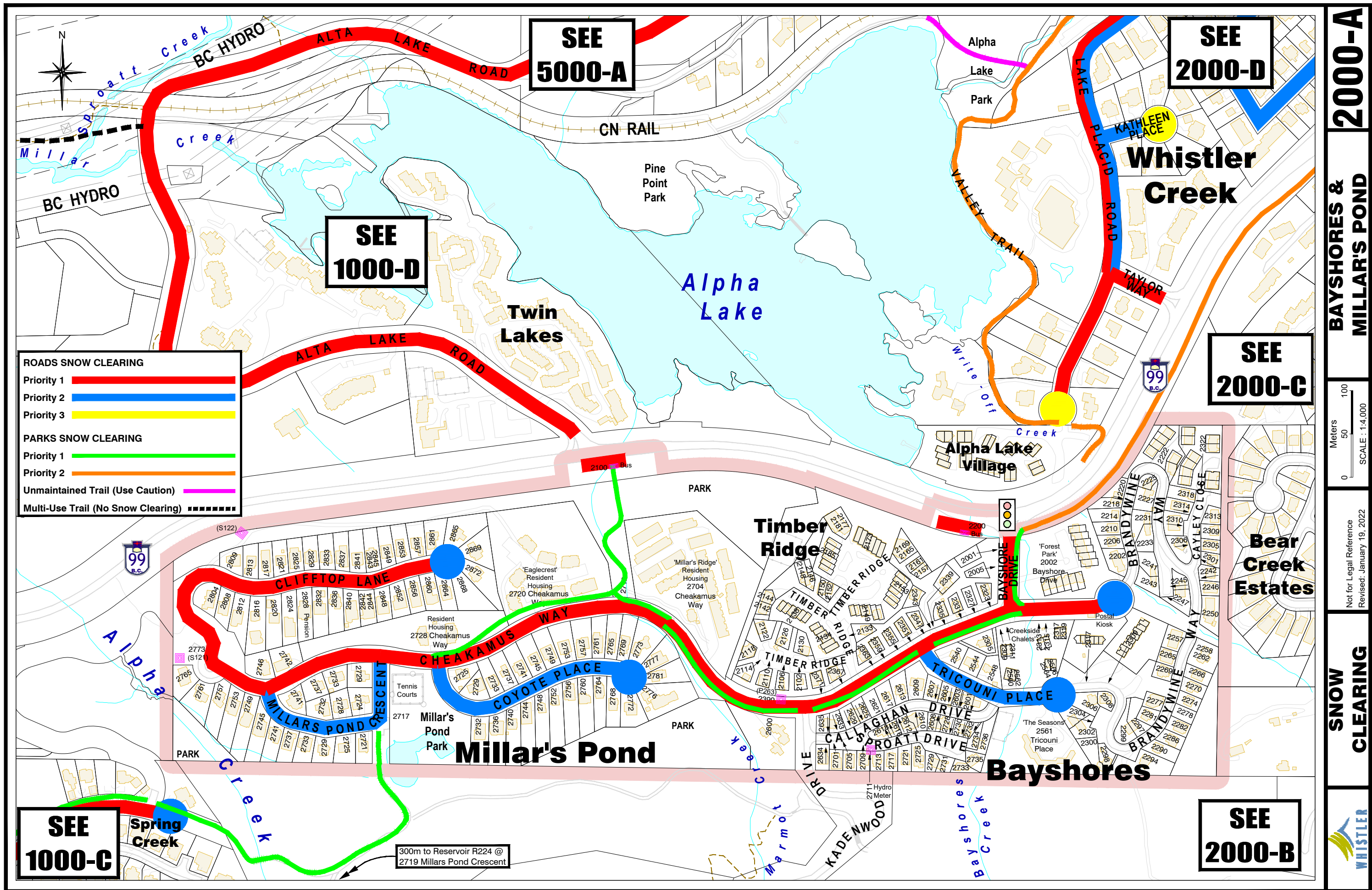
- ROADS SNOW CLEARING**
- Priority 1 █
  - Priority 2 █
  - Priority 3 █
- PARKS SNOW CLEARING**
- Priority 1 █
  - Priority 2 █
- Unmaintained Trail (Use Caution) █
- Multi-Use Trail (No Snow Clearing) █

**Spring Creek**

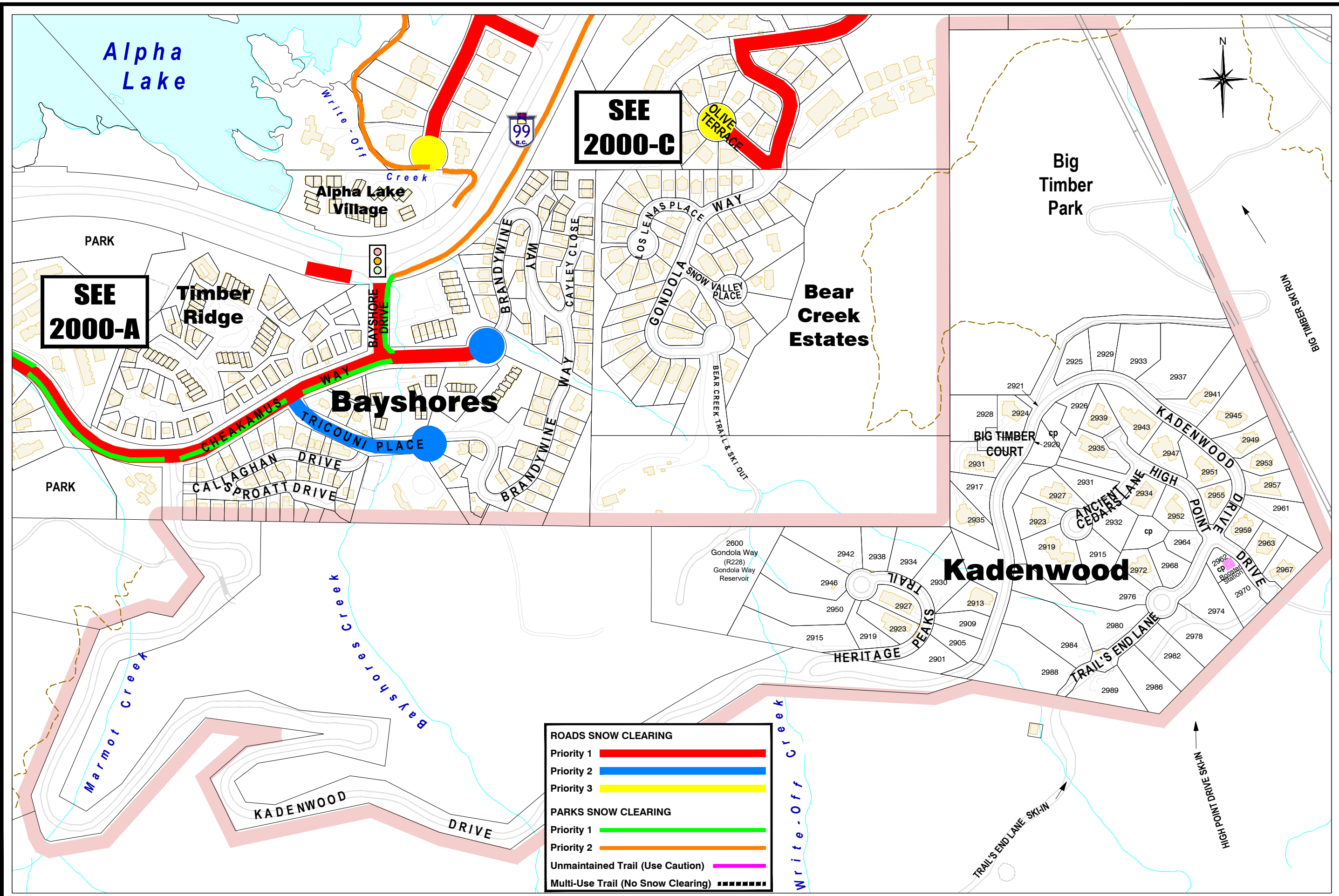








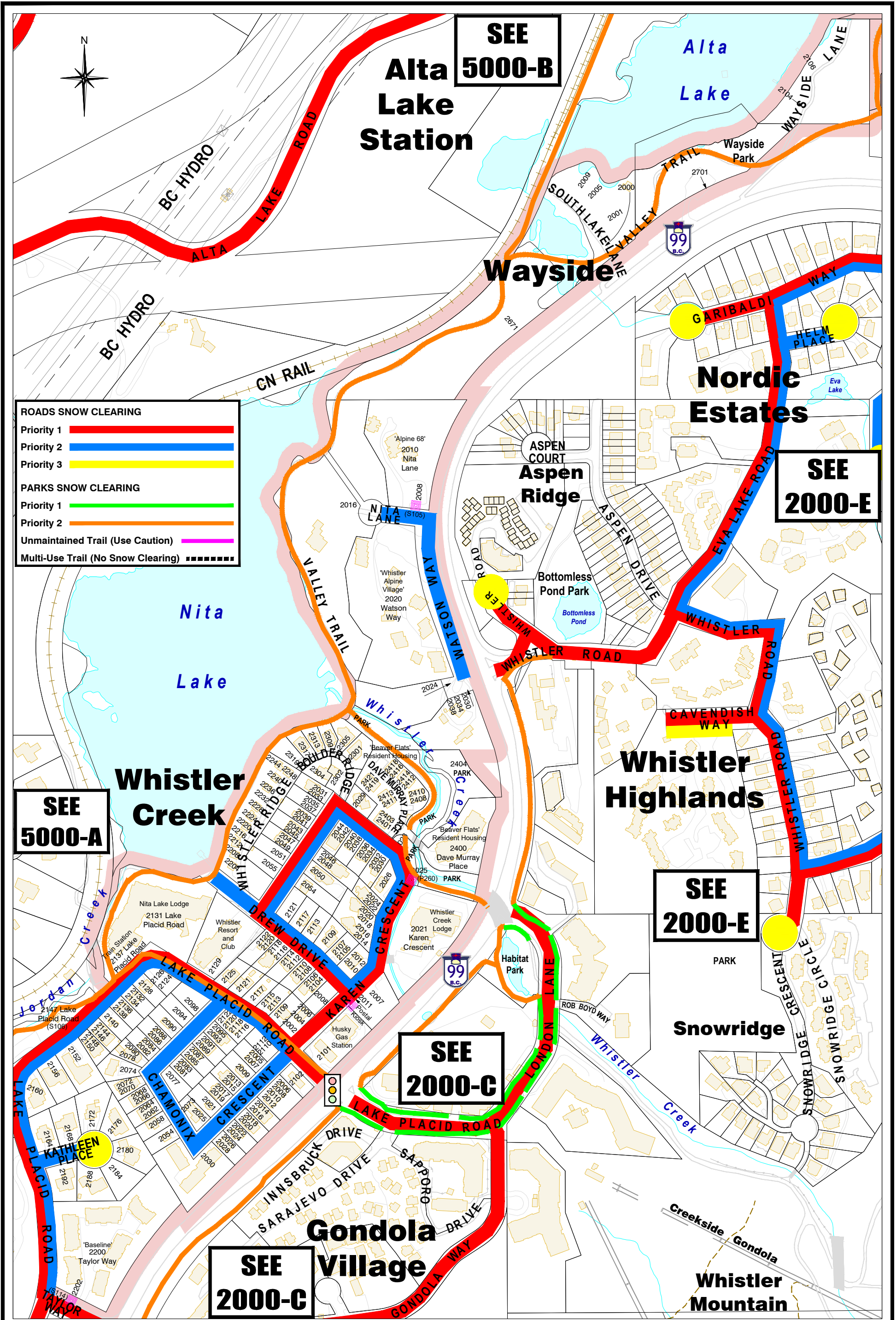




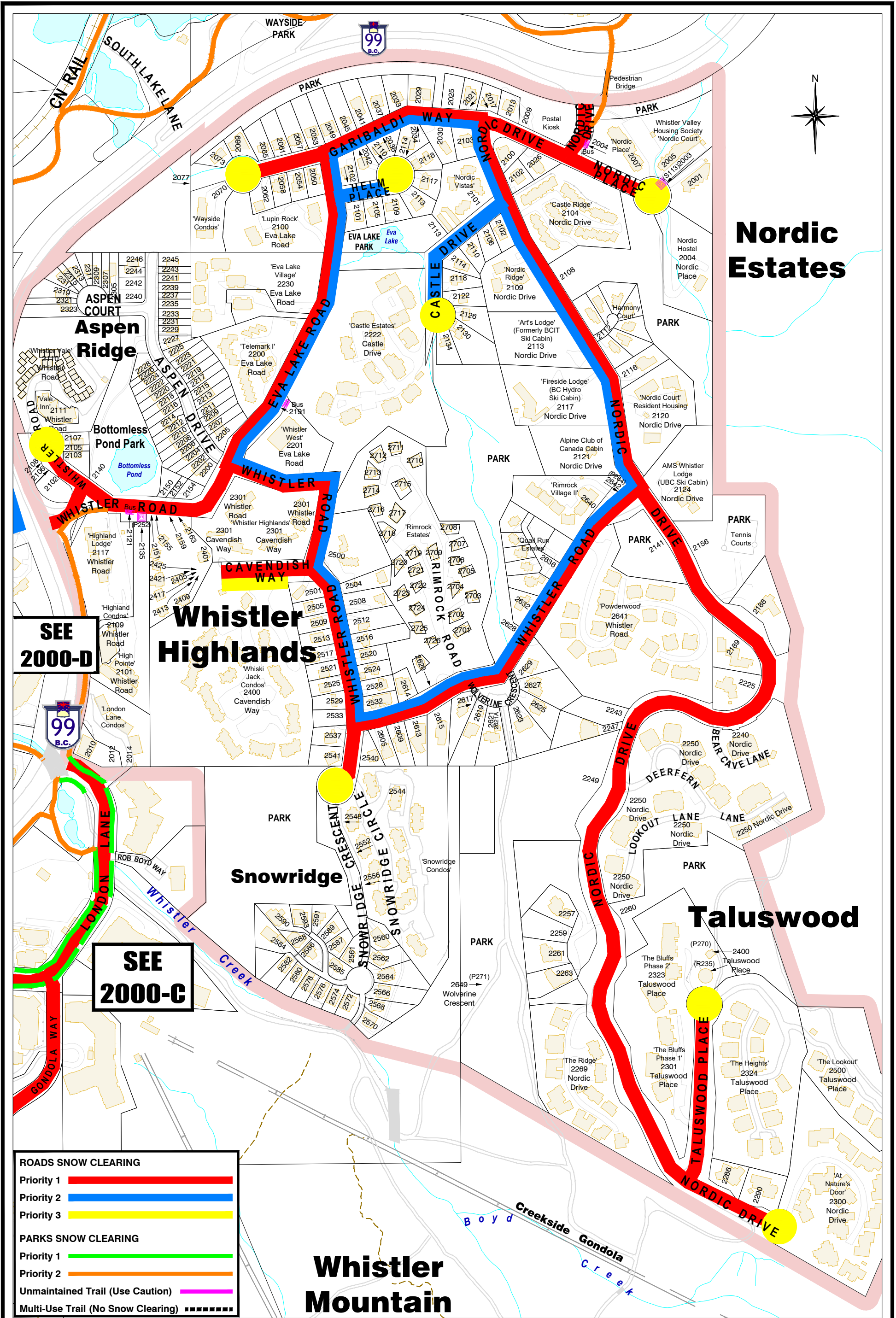








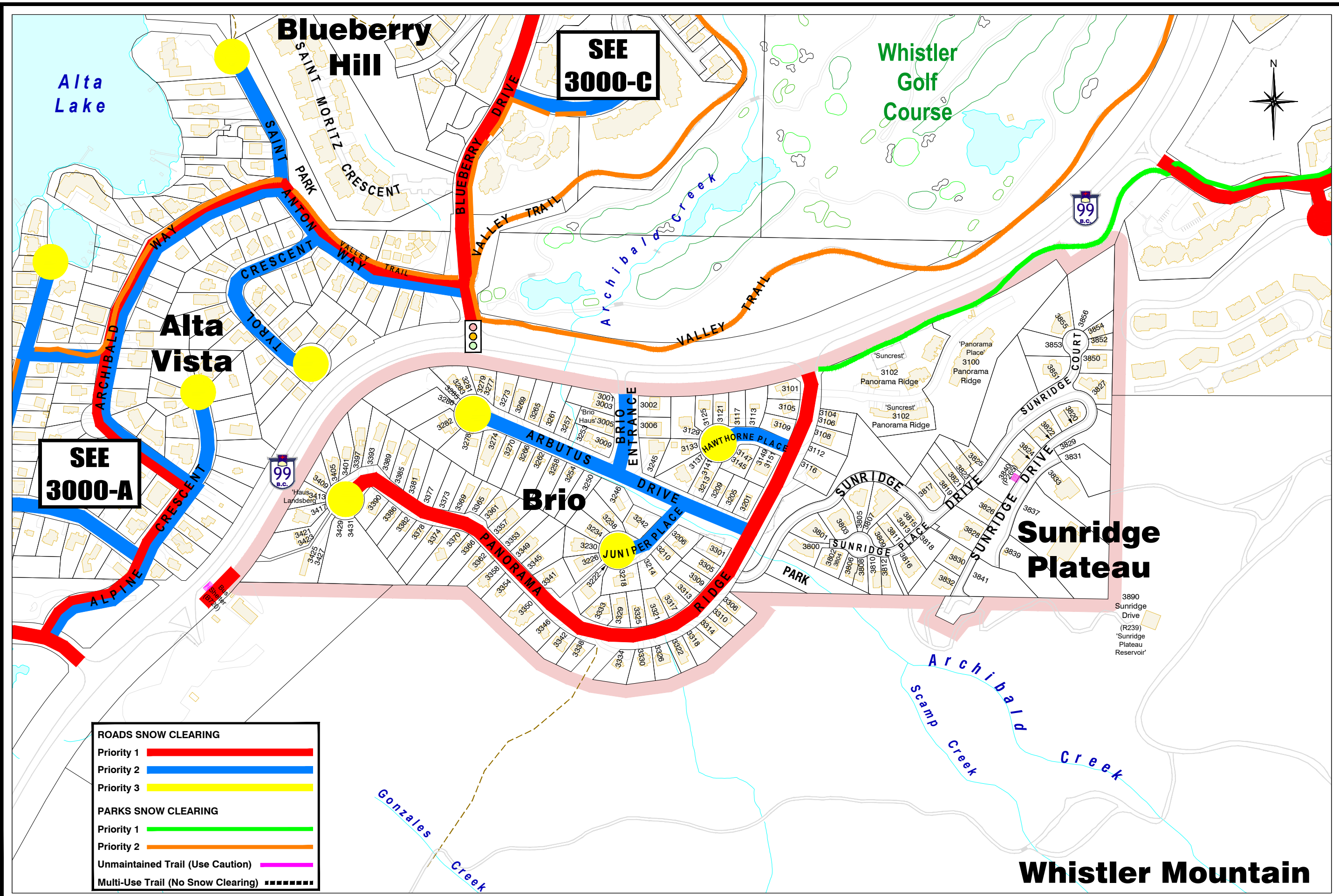












**SEE  
3000-A**

**SEE  
3000-C**

**ROADS SNOW CLEARING**

Priority 1

Priority 2

Priority 3

**PARKS SNOW CLEARING**

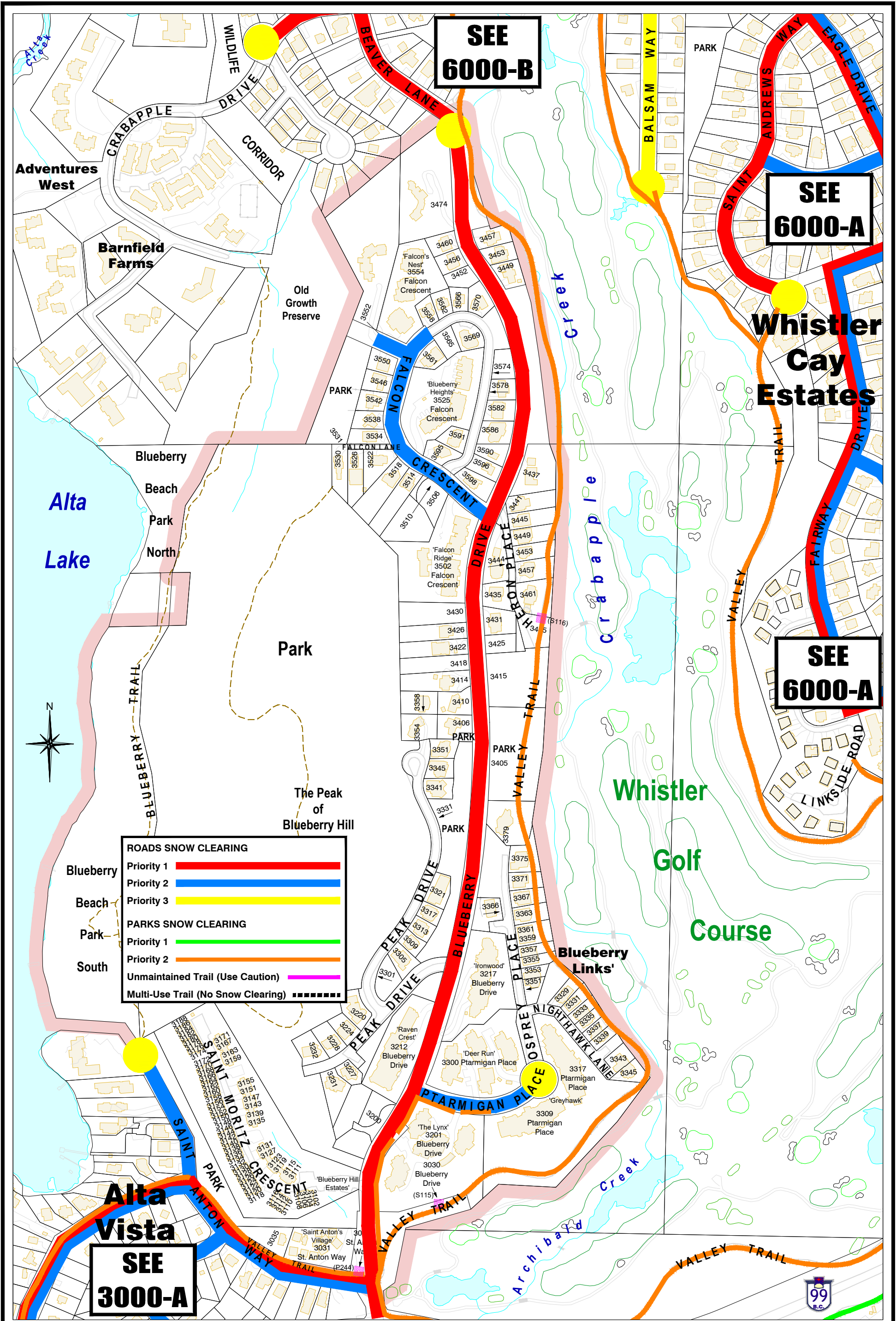
Priority 1

Priority 2

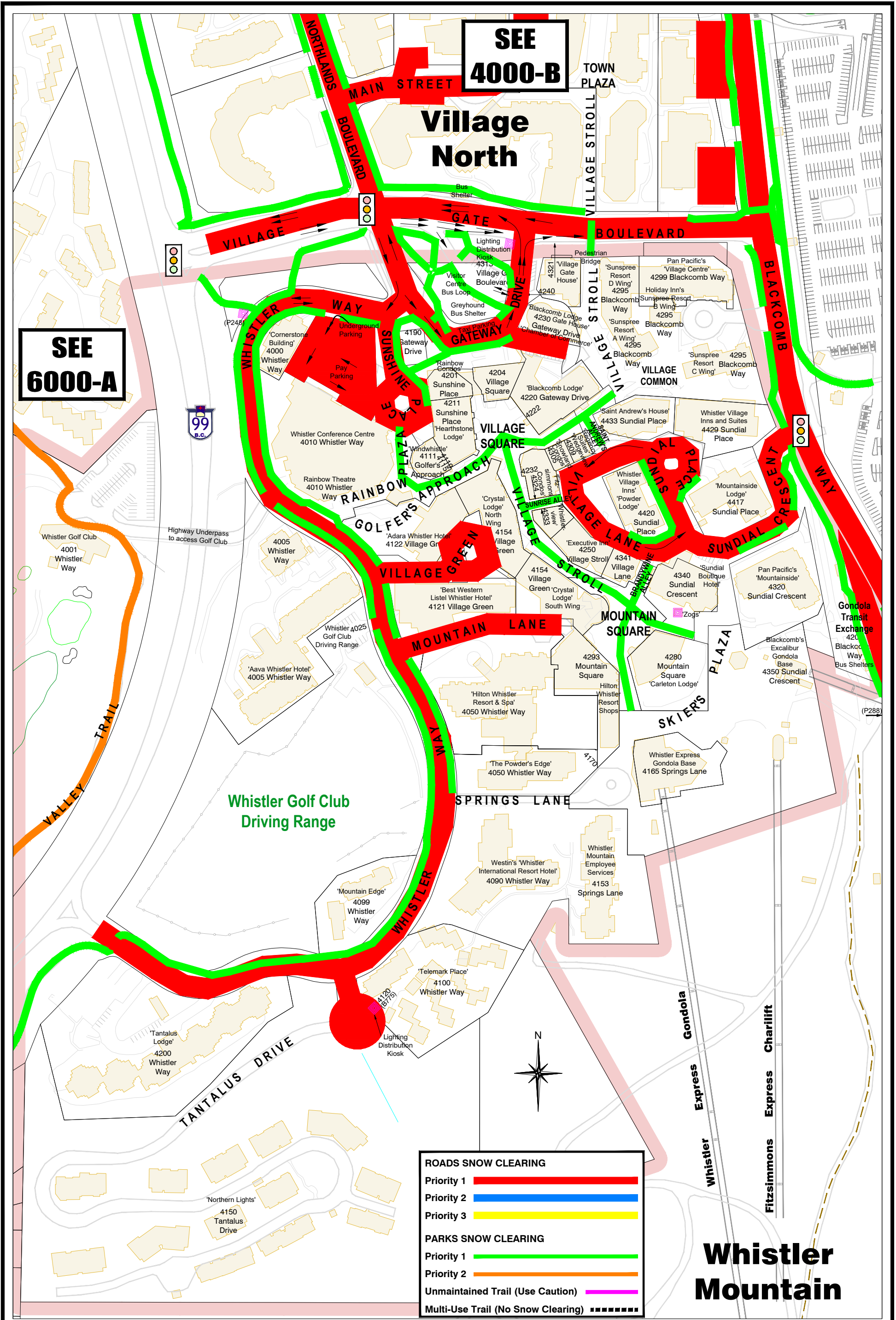
Unmaintained Trail (Use Caution)

Multi-Use Trail (No Snow Clearing)









**SNOW  
CLEARING**

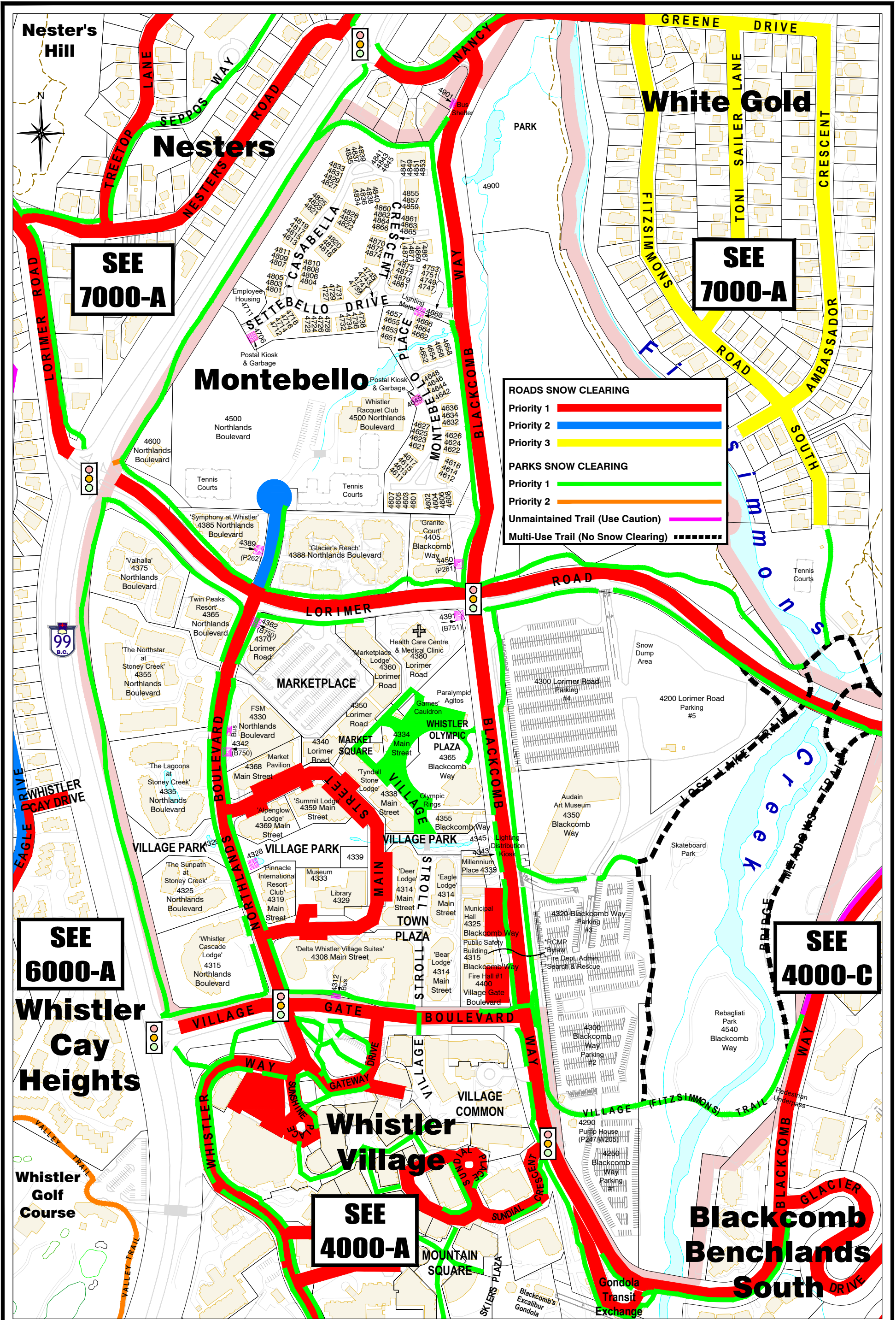
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Revised: January 19, 2022

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**VILLAGE DETAIL**

**4000-A**

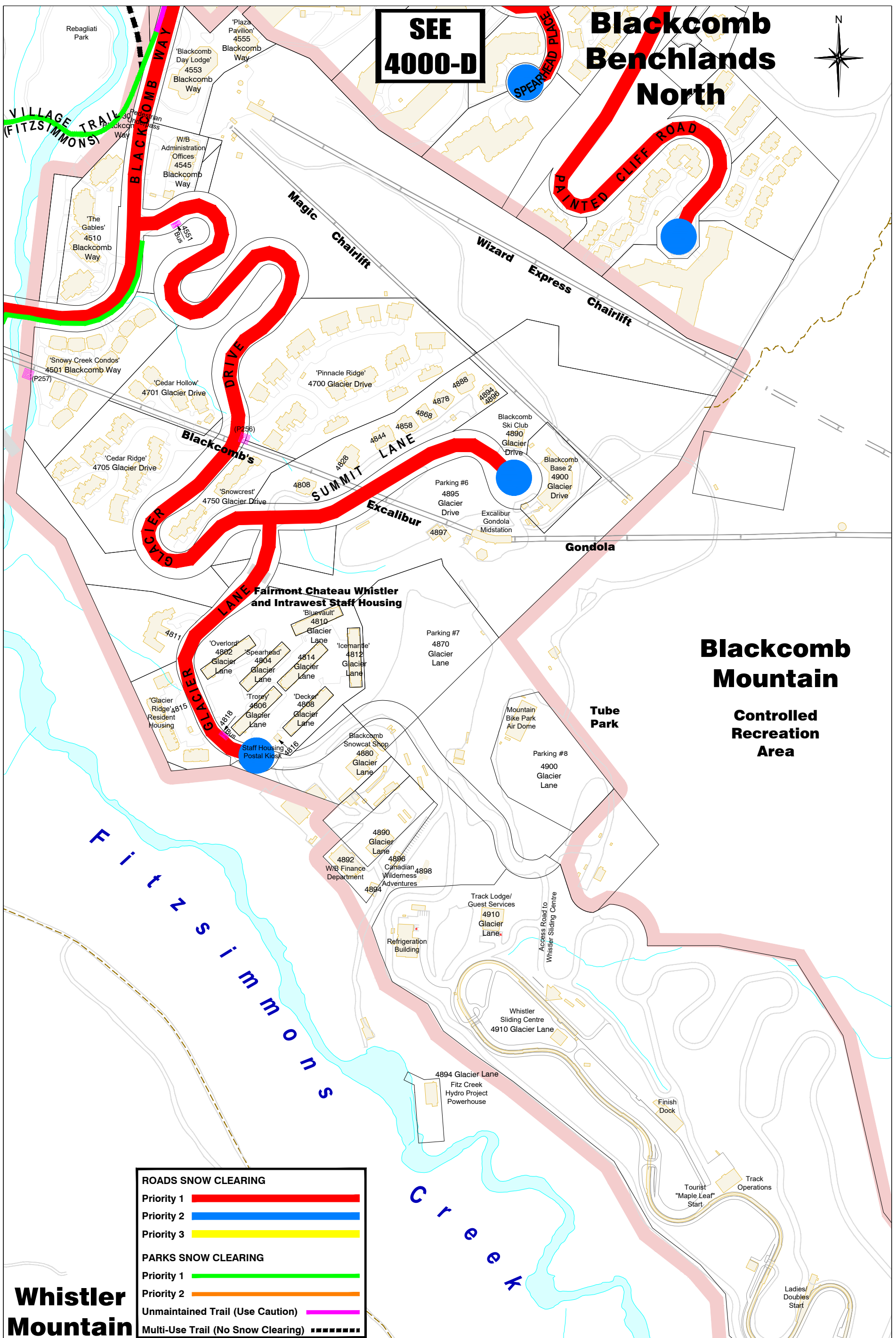






SEE  
4000-D

# Blackcomb Benchlands North



# Blackcomb Mountain Controlled Recreation Area

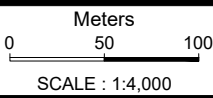
# Whistler Mountain

ROADS SNOW CLEARING	
Priority 1	
Priority 2	
Priority 3	
PARKS SNOW CLEARING	
Priority 1	
Priority 2	
Unmaintained Trail (Use Caution)	
Multi-Use Trail (No Snow Clearing)	



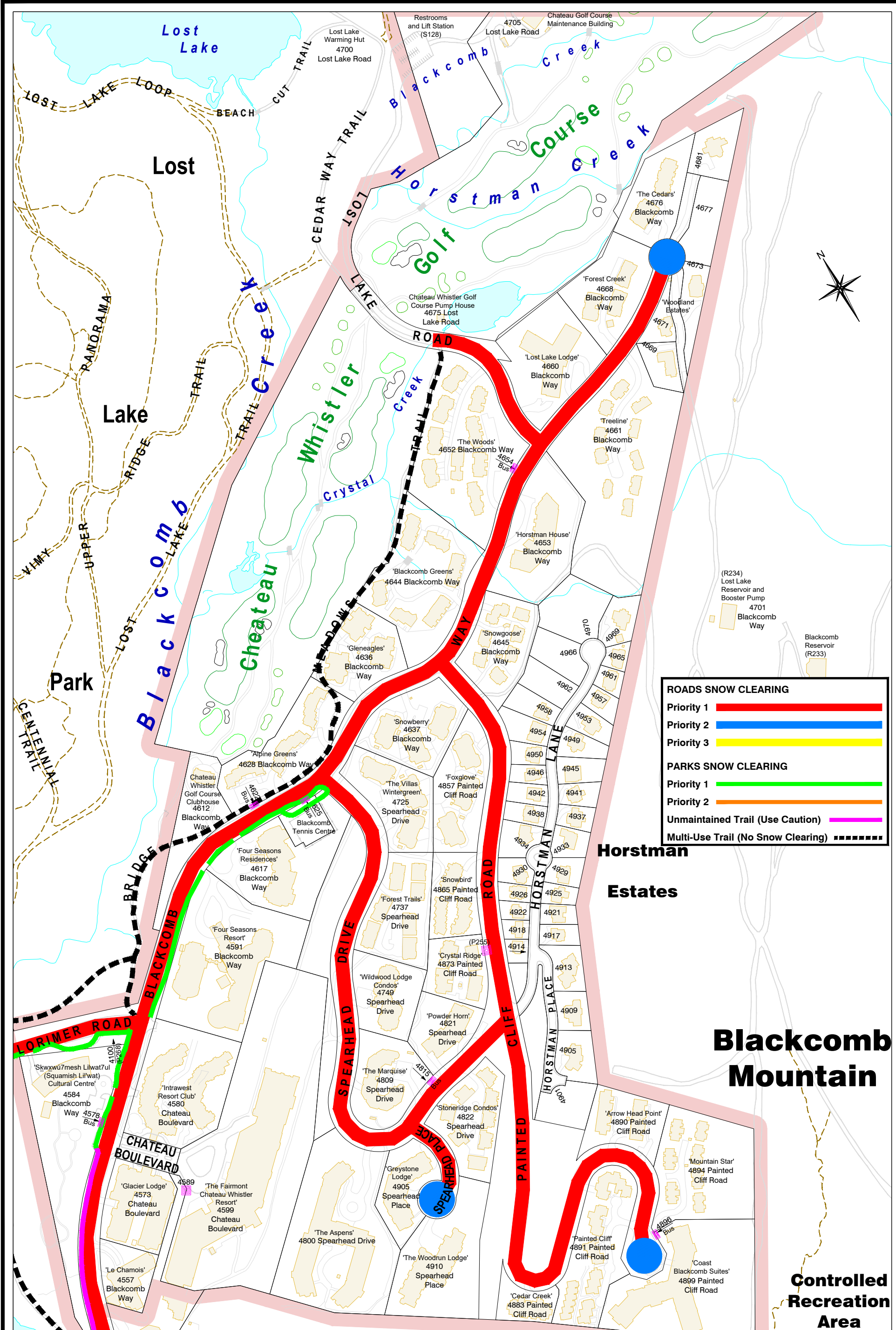
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Revised: January 19, 2022

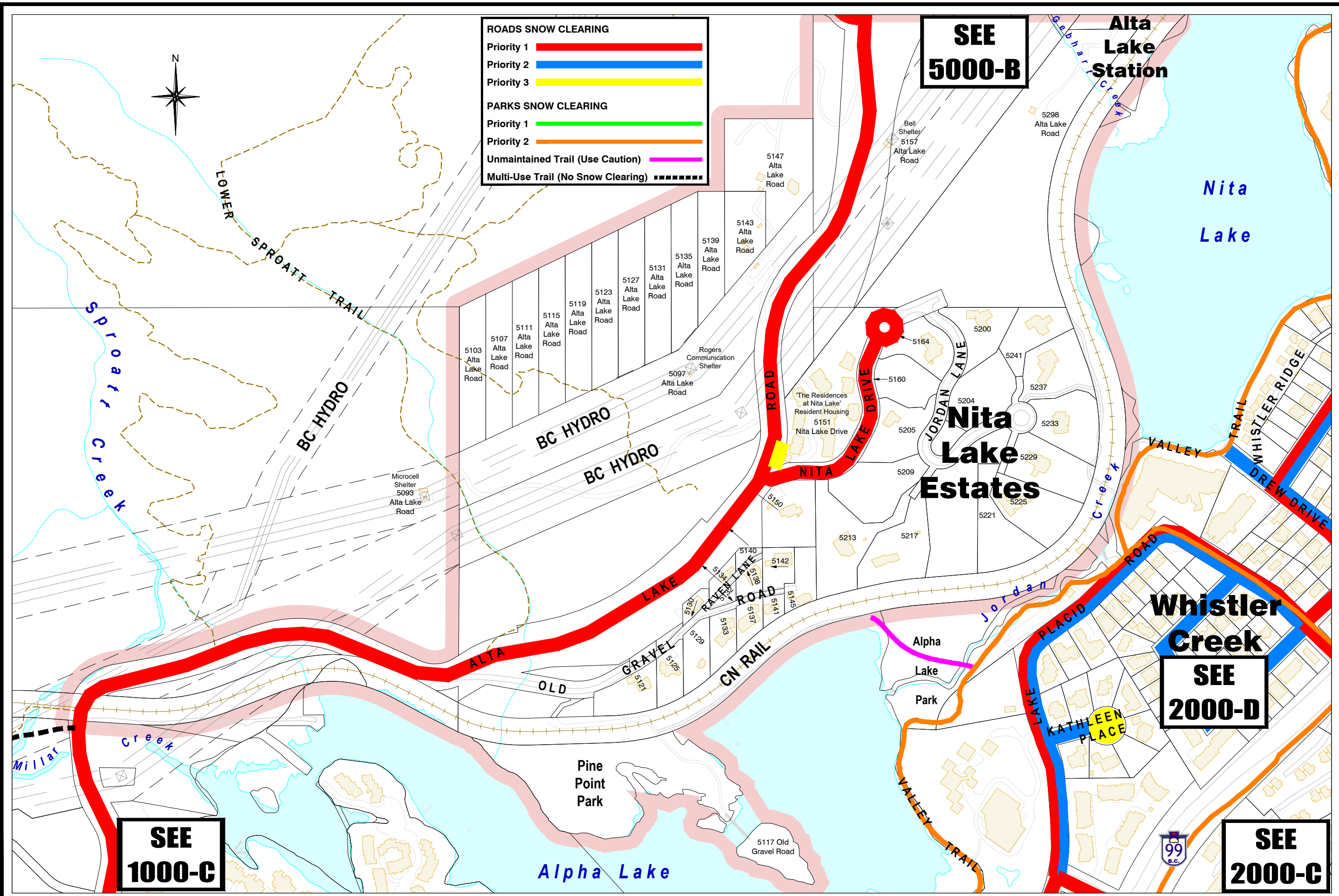


# BLACKCOMB BENCHLANDS SOUTH

4000-C







**ROADS SNOW CLEARING**

Priority 1

Priority 2

Priority 3

**PARKS SNOW CLEARING**

Priority 1

Priority 2

Unmaintained Trail (Use Caution)

Multi-Use Trail (No Snow Clearing)

**SEE  
5000-B**

**SEE  
2000-D**

**SEE  
1000-C**

**SEE  
2000-C**

**SNOW  
CLEARING**

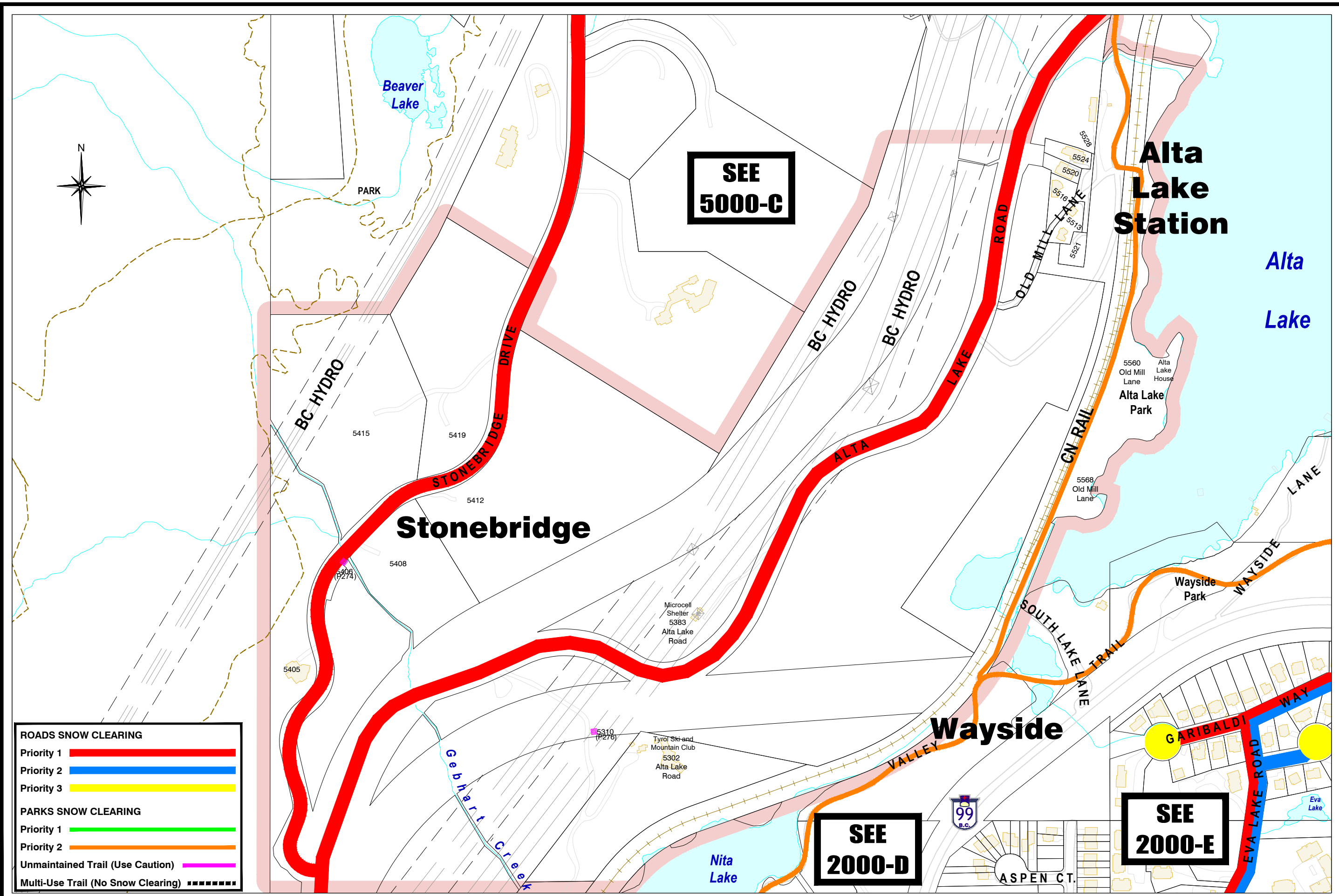
Not for Legal Reference  
Revised: January 19, 2022

Meters  
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SCALE: 1:4,000

**NITA LAKE ESTATES**

**5000-A**





**SEE  
5000-C**

**Alta  
Lake  
Station**

**Stonebridge**

**Wayside**

**SEE  
2000-E**

**SEE  
2000-D**

**ROADS SNOW CLEARING**

Priority 1

Priority 2

Priority 3

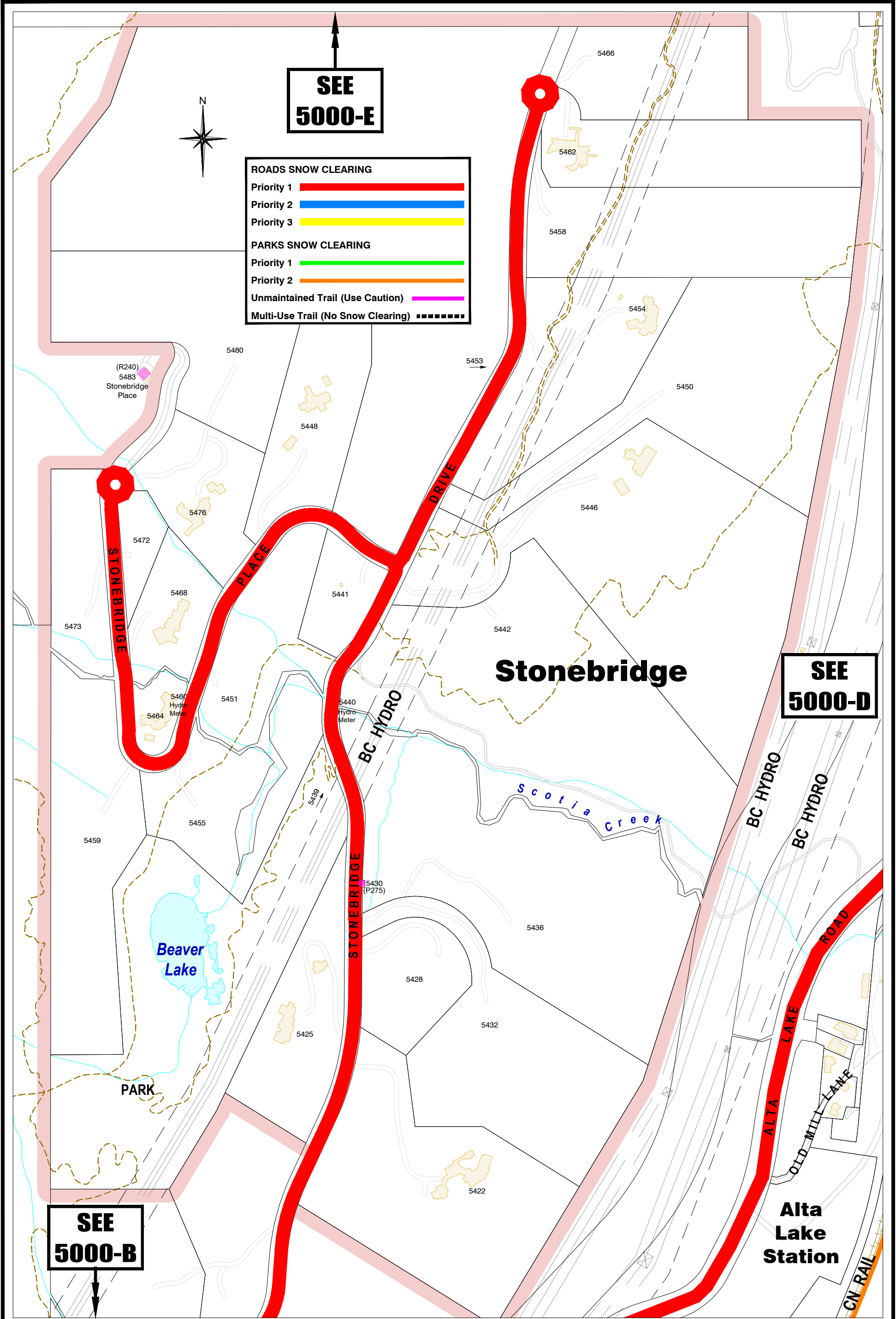
**PARKS SNOW CLEARING**

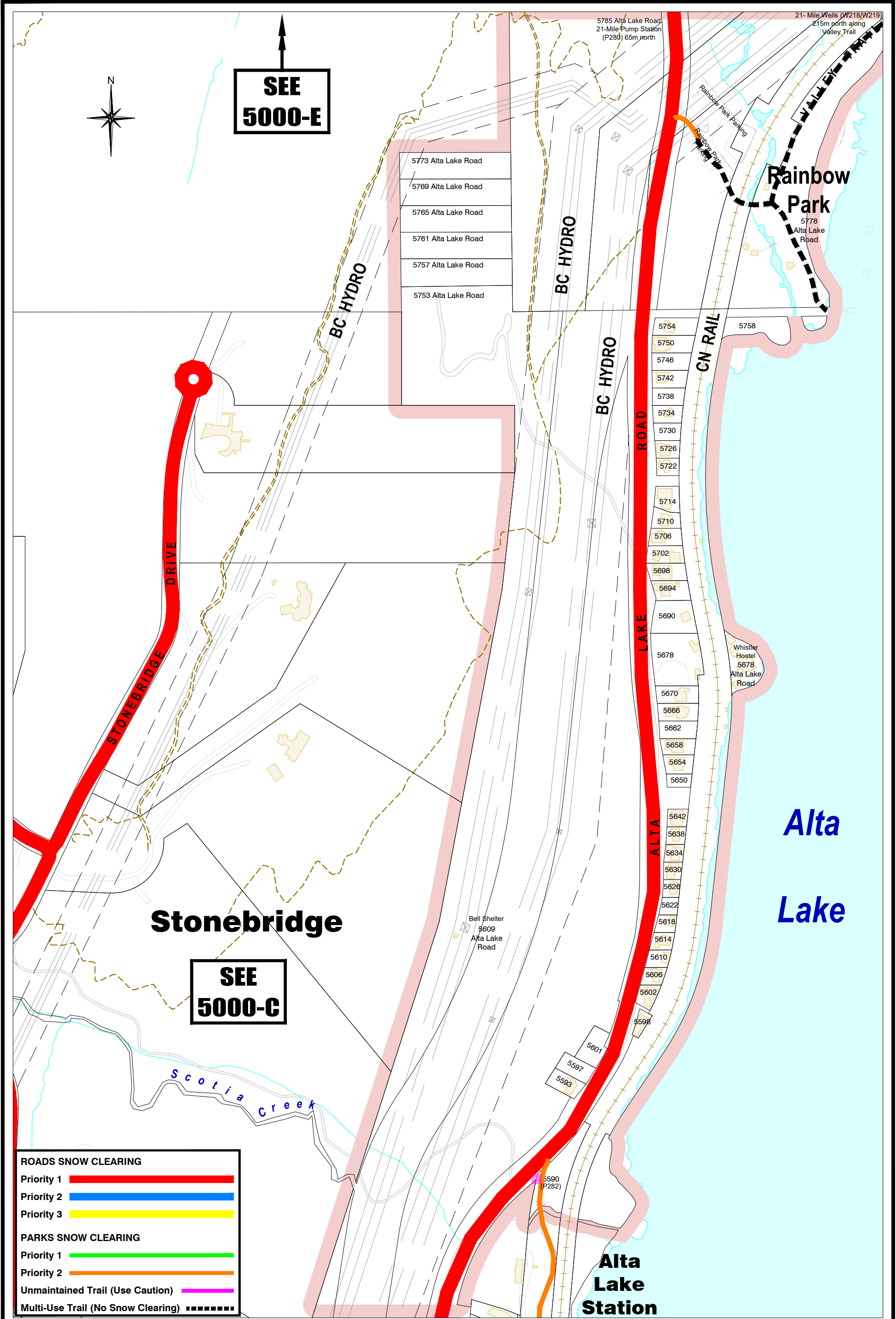
Priority 1

Priority 2

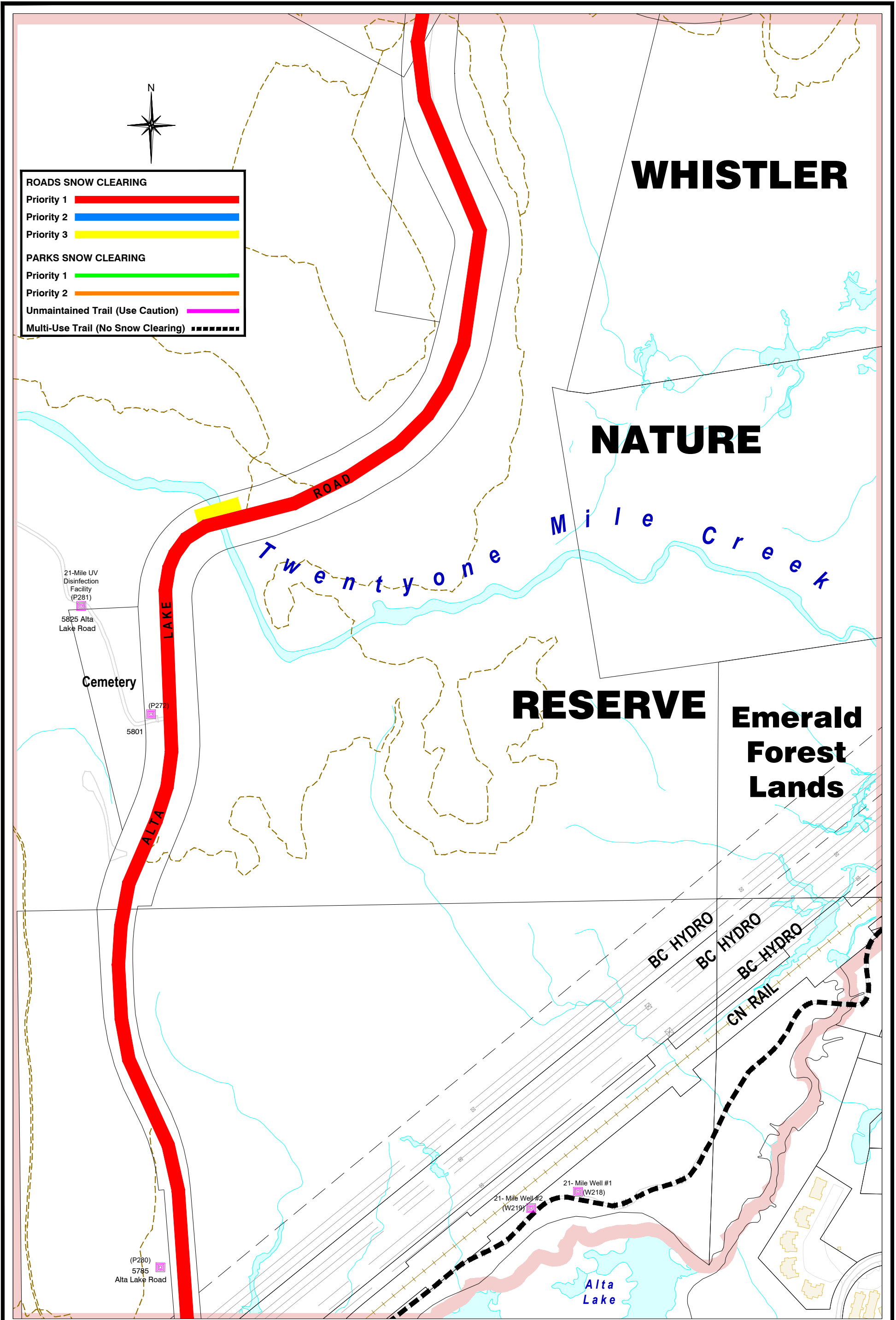
Unmaintained Trail (Use Caution)

Multi-Use Trail (No Snow Clearing)









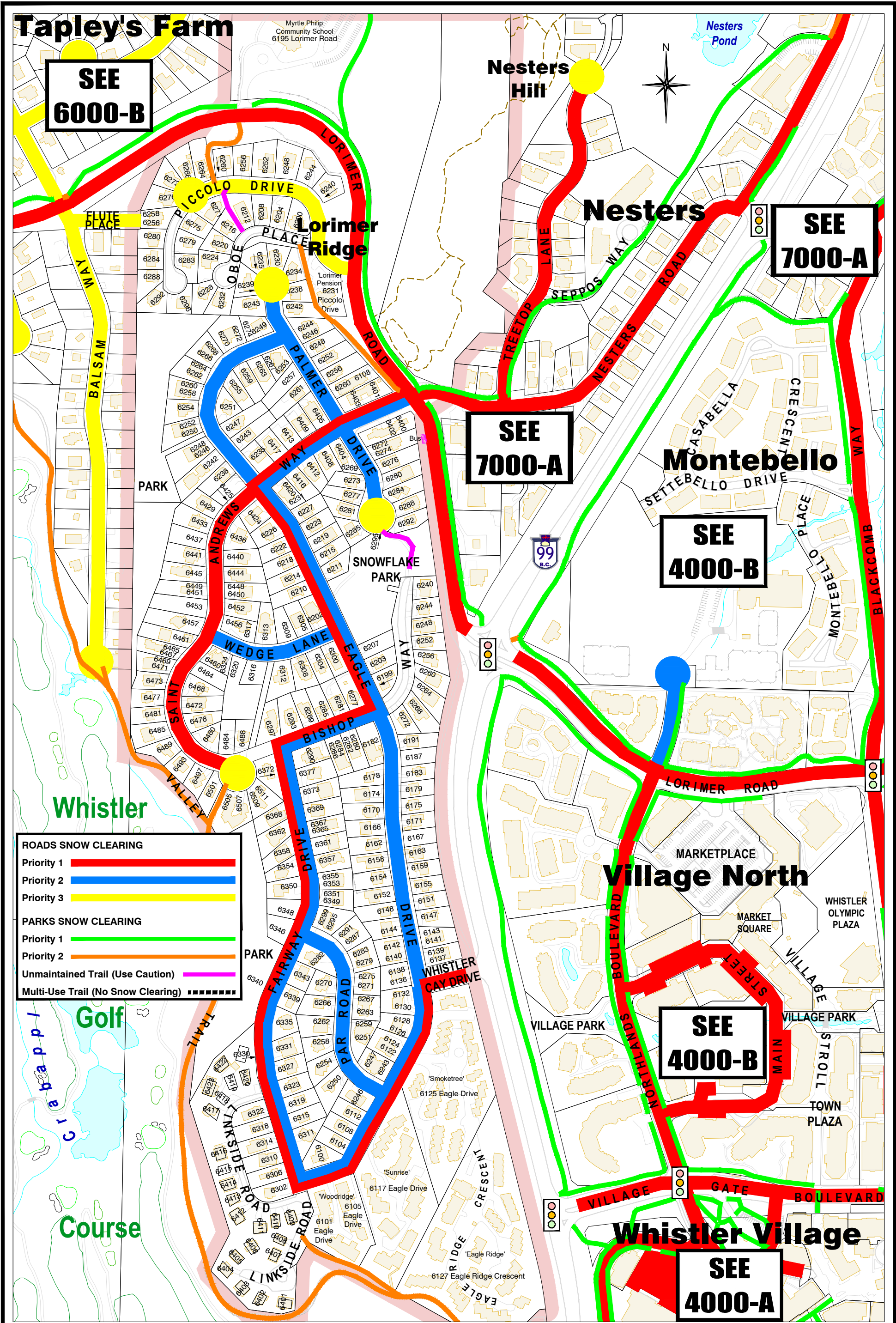
**SNOW  
CLEARING**

Not for Legal Reference  
Revised: January 19, 2022

Meters  
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SCALE : 1:4,000

**NATURE RESERVE**

**5000-E**





Whistler  
Nature  
Reserve

SEE  
5000-E

Emerald  
Forest  
Lands

ROADS SNOW CLEARING

Priority 1

Priority 2

Priority 3

PARKS SNOW CLEARING

Priority 1

Priority 2

Unmaintained Trail (Use Caution)

Multi-Use Trail (No Snow Clearing)

Tapley's  
Farm

Whistler  
Cay  
Estates

Whistler  
Cay  
Heights

SEE  
6000-A

Blueberry  
Hill

Whistler  
Golf  
Course

SEE  
3000-C

Adventures  
West

Barnfield  
Farms

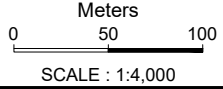
Alta  
Lake

Blueberry  
Beach  
Park  
North



SNOW  
CLEARING

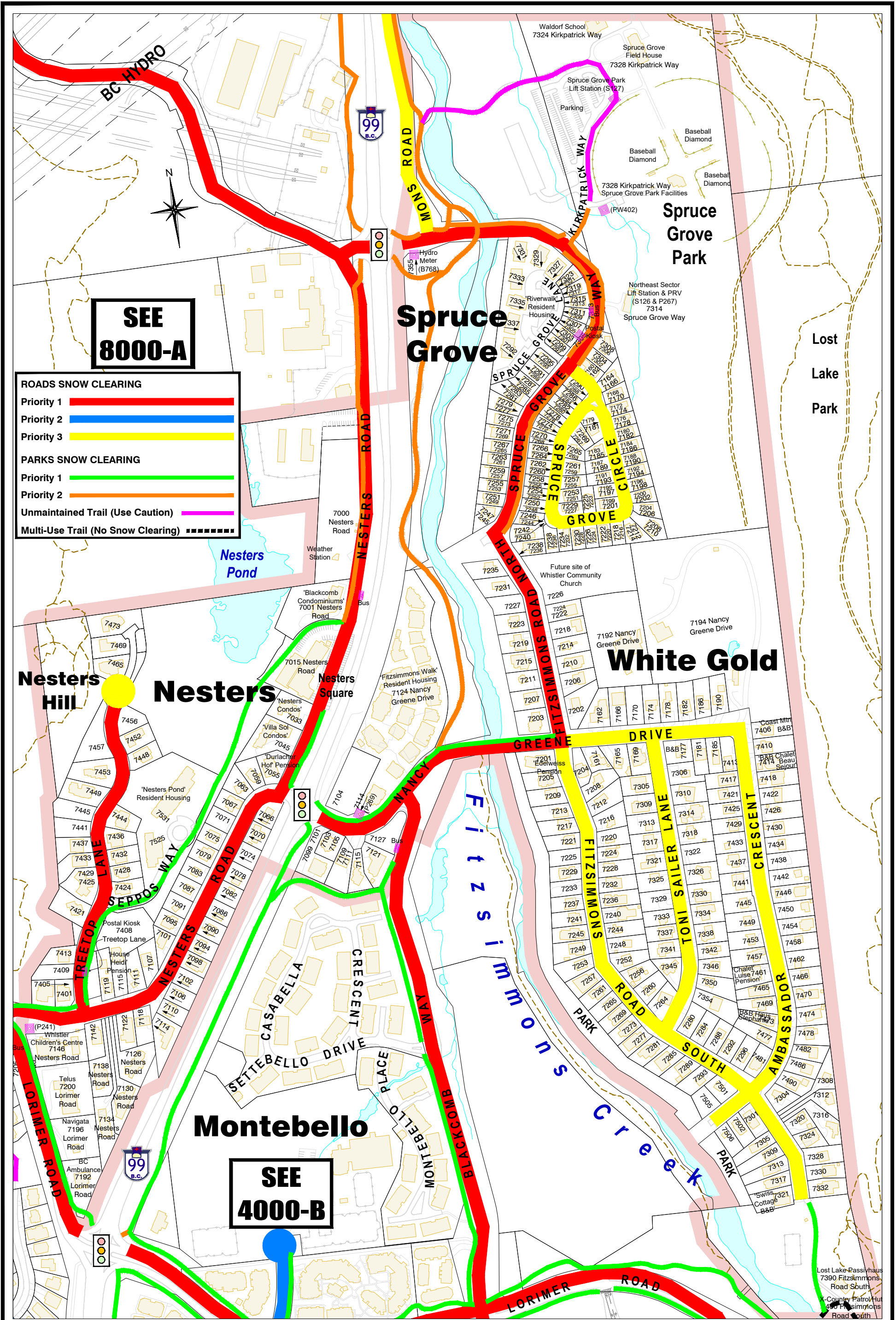
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Revised: January 19, 2022



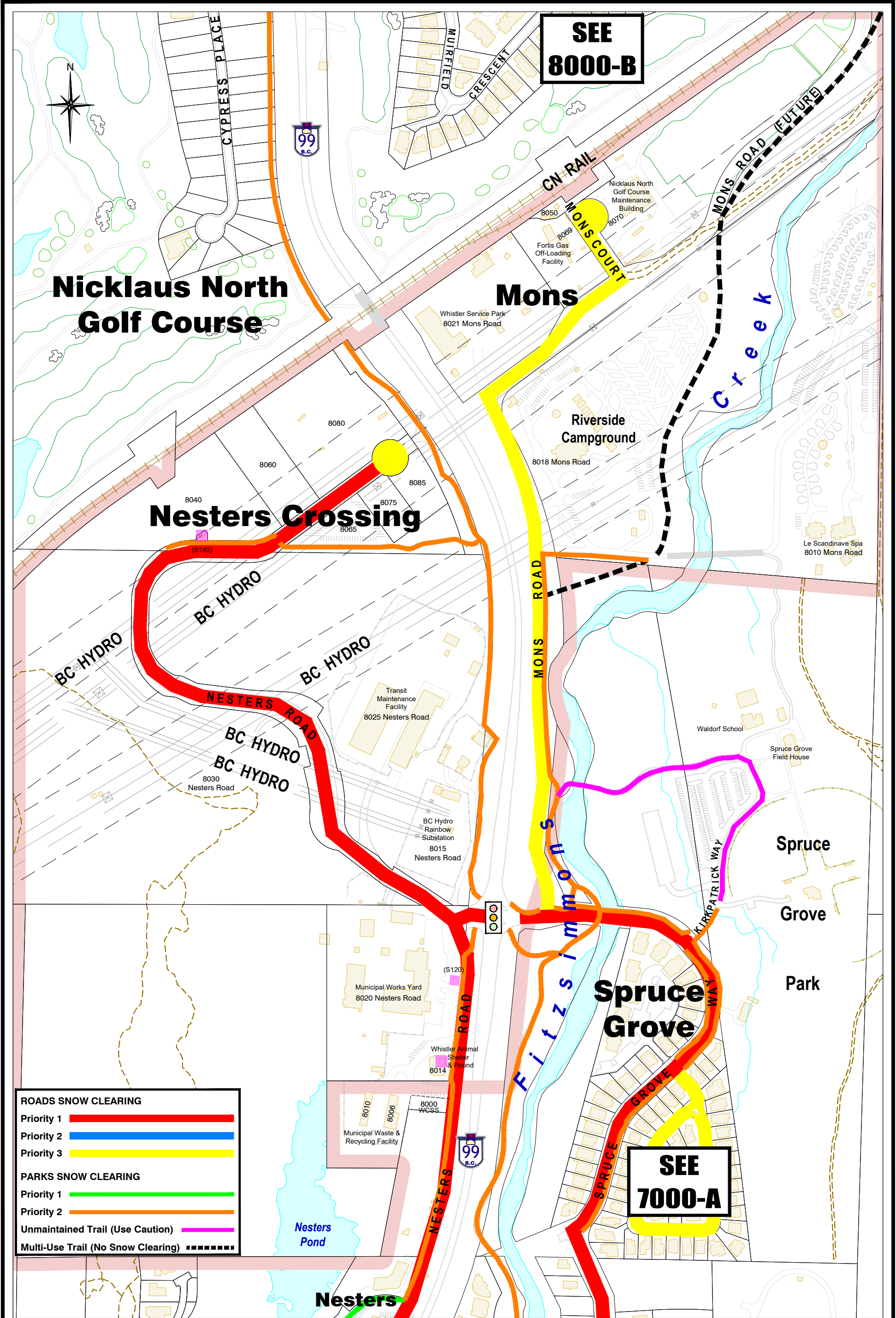
WHISTLER CAY ESTATES  
& TAPLEY'S FARM

6000-B



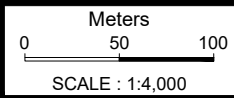






**SNOW  
CLEARING**

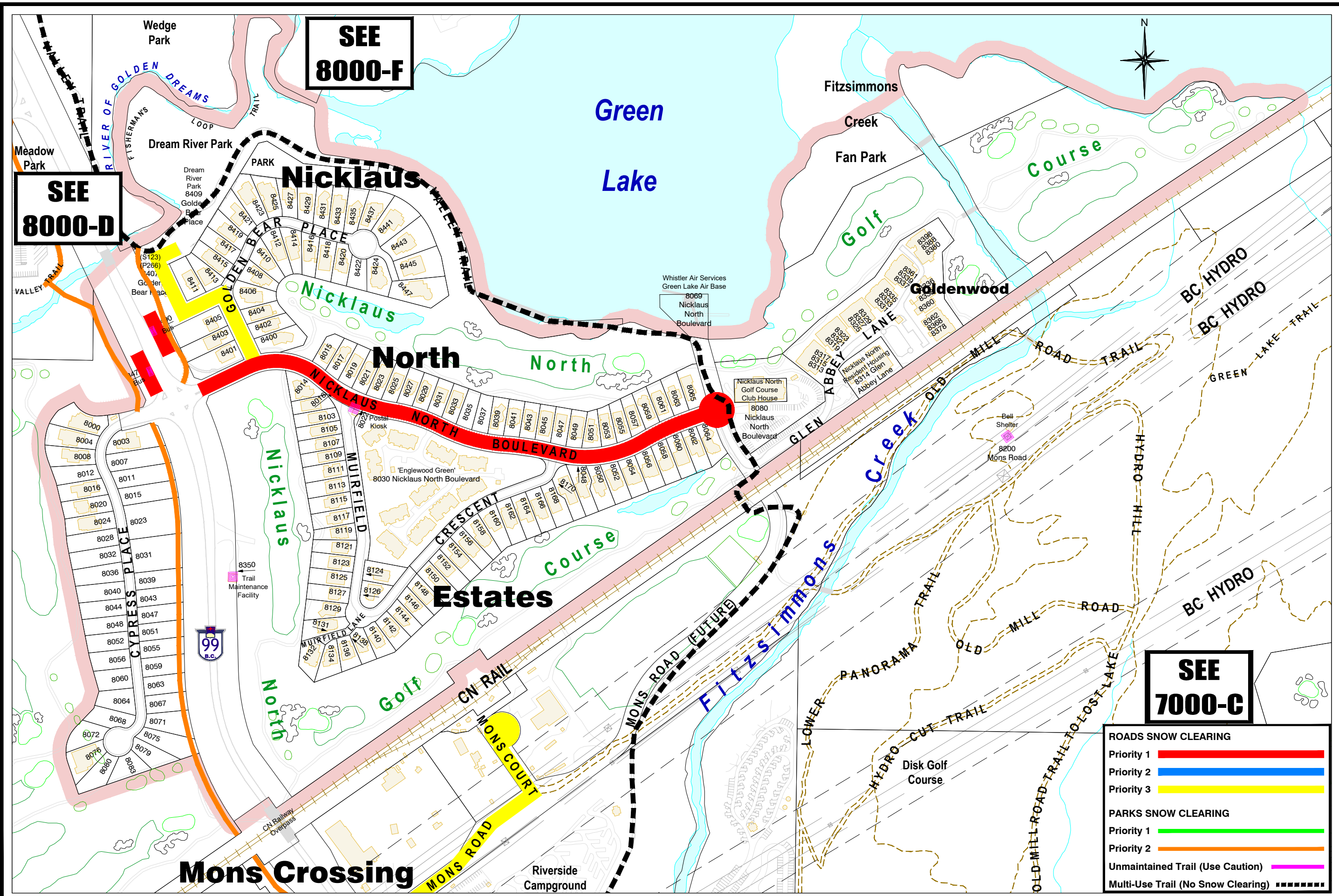
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Revised: January 19, 2022



**NESTERS CROSSING  
MONS**

**8000-A**



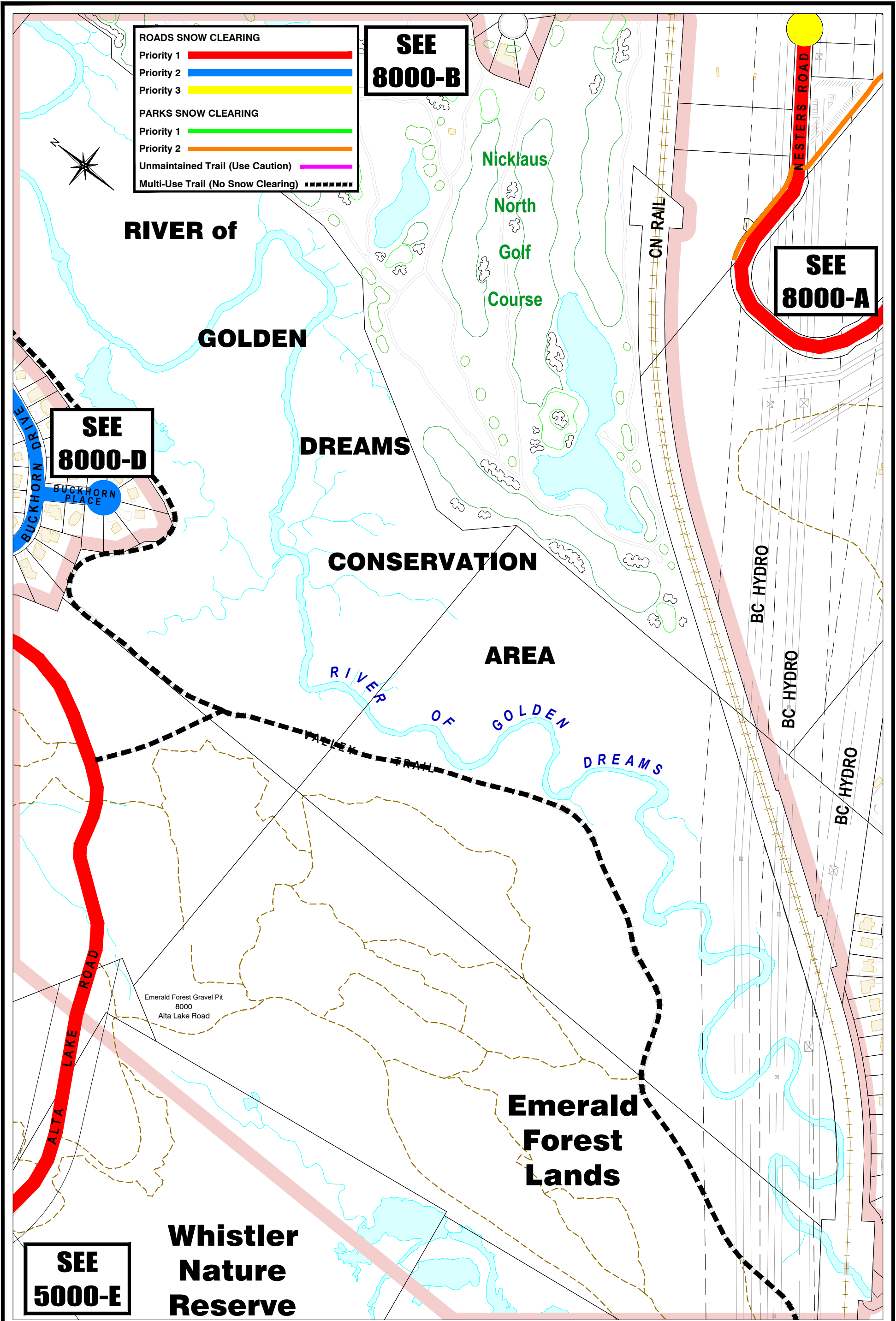


**SEE  
8000-F**

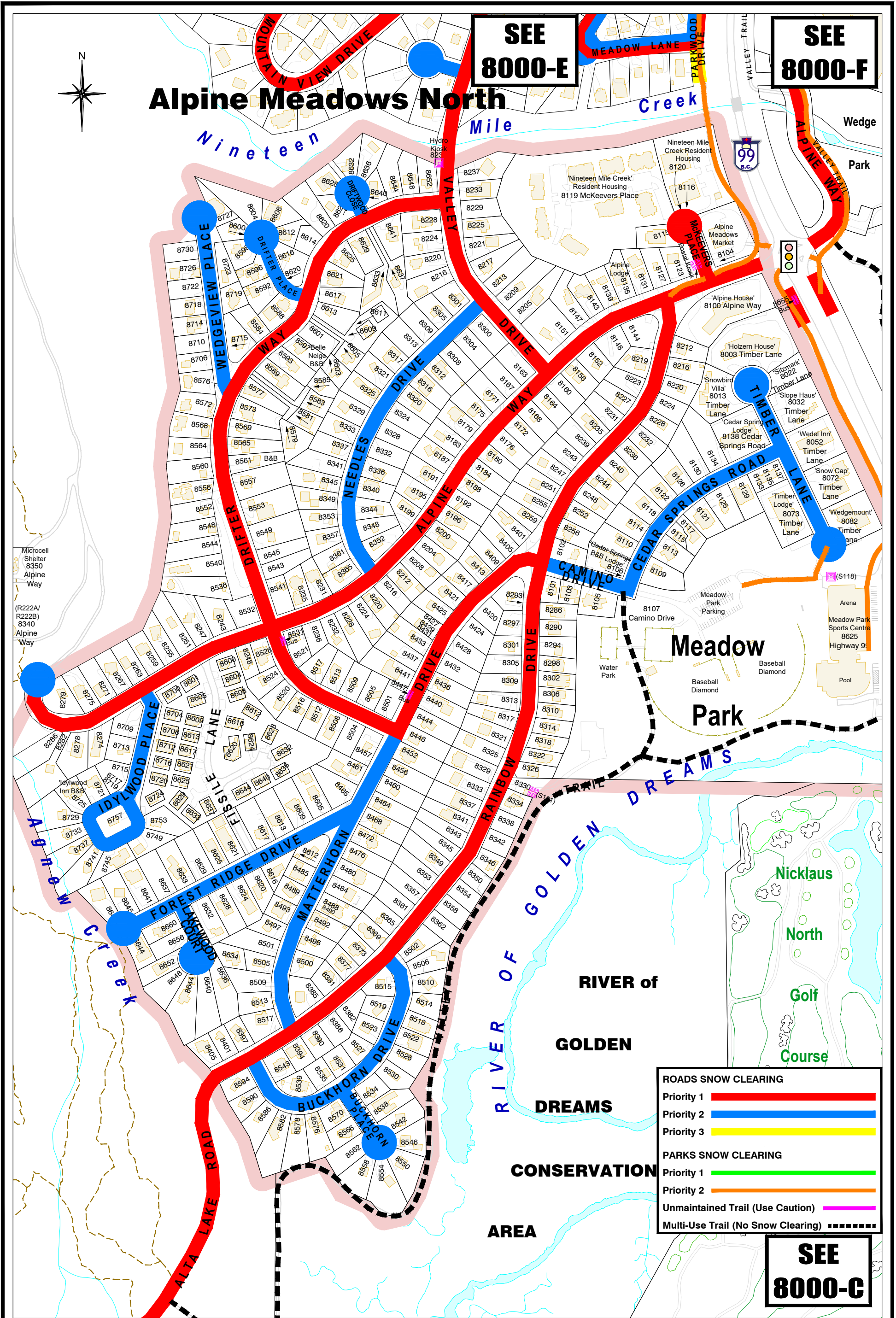
**SEE  
8000-D**

**SEE  
7000-C**

- ROADS SNOW CLEARING**
- Priority 1
  - Priority 2
  - Priority 3
- PARKS SNOW CLEARING**
- Priority 1
  - Priority 2
- Unmaintained Trail (Use Caution)
- Multi-Use Trail (No Snow Clearing)







**SNOW  
CLEARING**

Not for Legal Reference  
Revised: January 19, 2022

Meters  
0 50 100  
SCALE : 1:4,000

**ALPINE MEADOWS  
SOUTH**

**8000-D**





**SEE  
8000-G**

**ROADS SNOW CLEARING**

Priority 1

Priority 2

Priority 3

**PARKS SNOW CLEARING**

Priority 1

Priority 2

Unmaintained Trail (Use Caution)

Multi-Use Trail (No Snow Clearing)

8440 Mountain View Drive  
Rainbow Reservoir (R227)

Mountain View  
Drive Reservoir  
(R237)  
8420

**SEE  
8000-F**

**SEE  
8000-D**

# Alpine Meadows South



**SNOW  
CLEARING**

Not for Legal Reference  
Revised: January 19, 2022

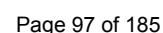
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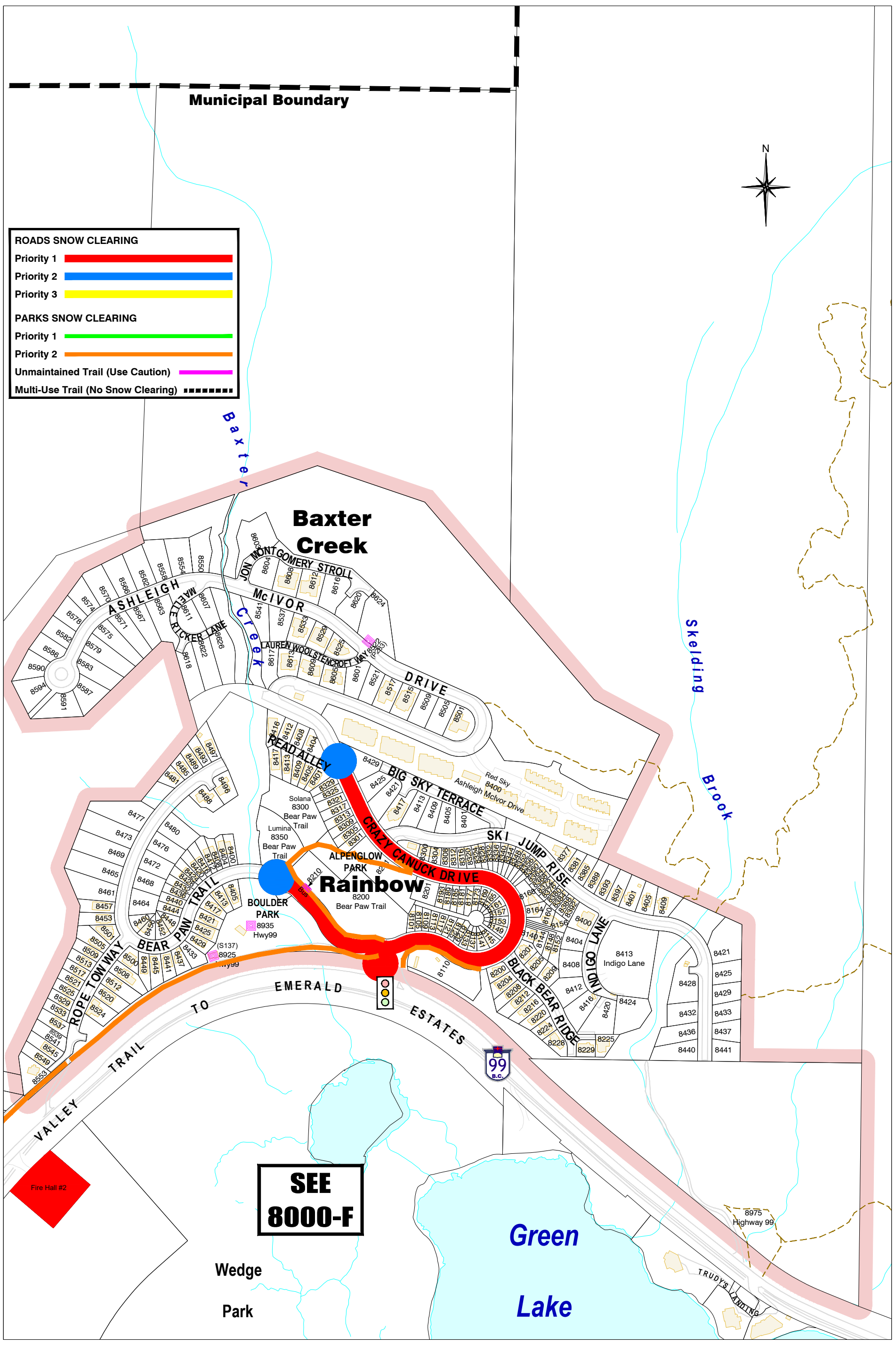
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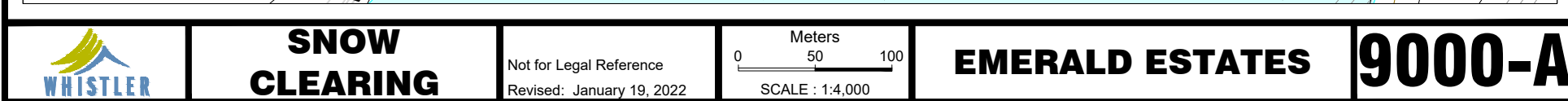
**ALPINE MEADOWS  
NORTH**

**8000-E**









## STAFF REPORT TO COUNCIL

**PRESENTED:** 2022-03-08  
**FROM:** Village Animation & Events  
**SUBJECT:** NON EXCLUSIVE USE PERMIT REVISED FEE STRUCTURE REPORT

**REPORT:** 22-035  
**FILE:** I-06

### RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

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

### RECOMMENDATION(S)

**That** Council support the revised Non Exclusive Use Permit fee structure as attached as Appendix A to this Administrative Report to Council No.22-036

### PURPOSE OF REPORT

The purpose of the report is to seek Council's support for the revised Non Exclusive Use Permit (NEUP) fee structure, as presented in Appendix A attached to this Administrative Report to Council No 21-036.

☐ Information Report ☒ Administrative Report (Decision or Direction)

### DISCUSSION

#### Background

*Council Policy I-06: Parks and Recreation Fees and Charges* (Policy I-06), is effective in guiding staff in addressing facility bookings for specific fixed locations and times, but the Policy I-06 has not served as an effective guide for staff in addressing non-exclusive use scenarios where activities are more fluid (i.e. flexible timing, location or venue). Therefore, staff determined that a new policy was needed for these other types of non-exclusive uses and began research and development work in 2018. Staff intended to begin rolling out the NEUP fee structure as a new pilot program in 2020, but decided against it due to the unknown impacts of COVID-19 on visitation levels. Staff looked to start rolling out NEUP in 2021; however, staff postponed again because of the ongoing uncertainty of visitation volumes, and COVID-19 health orders.

At the February 8, 2022 Council meeting, staff presented Administrative Report No 22-014 to Council, introducing the NEUP for user groups in our public parks and trails, including a proposed fee structure. Two Council resolutions were passed:



MARCH 8, 2022

1. **That** Council support the implementation of a trial program to test the fee structure as presented in Appendix A attached to this Administrative Report to Council No 22-014; and return to Council following the summer 2022 season to present outcomes of the trial and update Policy I-06: Parks and Recreation Fees and Charges to reflect the outcomes of the trial program; and
2. **That** Council direct staff to return to Council with a revised fee structure for the 5000+ user group that is commensurate with the amount of use of the trail network.

In consideration of the second resolution, staff has revised the trial NEUP fee structure by restructuring the categories, therefore reducing the range of each category intended to make all ranges more equitable, and to make the ranges more scalable to match potential user impacts on public spaces and assets, in particular those groups with high user numbers.

Staff do not currently have accurate total user numbers for all user groups, and part of the intent of the trial program period is to gather data that will better inform staff and adjustments to the program in the future.

The revised trial program fees will be introduced for the 2022 summer season. The trial program fees are scaled in favour of local non-profits and youth programs; conversely, the highest total user number visits and non-Whistler-based commercial adult groups would pay the highest fees. A local business is typically defined as a business holding a RMOW business license and having an office located within Whistler as determined by the RMOW Bylaw team. A non-refundable application and administration fee of \$50 will apply to all applicants. Applicants with fewer than 250 user visits would not pay any additional fees. All rate calculation formulas for NEUP follow *Council Policy I-06* and the established Facility Rental Rates Formula.

- For further clarity, the fees are scalable based on various criteria:
  - Total number of user visits
  - Group status
    - Adult or Youth
    - Commercial or non-profit
    - Local or out-of-town
  - Out-of-town commercial adult fees range up to a **maximum** of \$1.66 per person per day
  - Local non-profit youth fees range up to a **maximum** of \$0.56 per person per day

Following the 2022 summer season, and after a review process allowing for additional input, and in advance of the 2023 season, *Council Policy I-06* will be amended, and the fees will be formalized in the Parks & Recreation Fees & Charges Regulation Bylaw 1486, 2000. Amendments to policy and bylaw can be done concurrently. This is the same process that was used for the successful implementation of Andree Vajda Janyk Sports Field fees.

## **Analysis**

Staff reviewed the fees in order to consider Council's direction. Staff also considered fee revisions to align with existing Policy I-06 and to avoid creating any unintended negative impacts. Staff have balanced the lack of available data and uncertainty of user group sizes with the need to provide an equitable approach to all user groups that does not unfairly target one specific group over another.

MARCH 8, 2022

Fee research compared market rates, facility types and attributes, seasonality, as well as supply and demand. Previously proposed fees were potentially less equitable as user groups at the lower end of each range would be paying a higher rate than those groups reaching the maximum of the range.

Previously proposed fee structure:

Total user visits:			< 250	250-500	501-1000	1001-3000	3001-5000	5000+
Local	Youth	Non Profit		\$84	\$168	\$421	\$842	\$1,403
		Commercial		\$150	\$300	\$750	\$1,500	\$2,500
	Adult	Non Profit		\$128	\$255	\$638	\$1,275	\$2,125
		Commercial		\$200	\$399	\$998	\$1,995	\$3,325
Out of Town	Youth	Non Profit		\$84	\$168	\$421	\$842	\$1,403
		Commercial		\$150	\$300	\$750	\$1,500	\$2,500
	Adult	Non Profit		\$128	\$255	\$638	\$1,275	\$2,125
		Commercial		\$249	\$498	\$1,245	\$2,490	\$4,150

Staff revised the proposed NEUP Fee Structure to increase the number of categories and reduce the range of each category therefore providing greater equity to each user group. In addition, categories ranging above 5000 have been included to further account for the scale of impact of large user groups. These fee categories will better enable staff to understand the number of users and adjust fees as needed after the trial program.

Revised fee structure:

Total user visits:			<250	250-500	501-1000	1001-2000	2001-3000	3001-5000	5001-8000	8001-11000	11001+
Local	Youth	Non Profit		\$84	\$168	\$337	\$673	\$1,010	\$1,683	\$3,086	\$6,171
		Commercial		\$150	\$300	\$600	\$1,200	\$1,800	\$3,000	\$6,000	\$11,000
	Adult	Non Profit		\$128	\$255	\$510	\$1,020	\$1,530	\$2,550	\$4,675	\$9,350
		Commercial		\$200	\$399	\$798	\$1,596	\$2,394	\$3,990	\$7,315	\$14,630
Out of Town	Youth	Non Profit		\$84	\$168	\$337	\$673	\$1,010	\$1,683	\$3,086	\$6,171
		Commercial		\$150	\$300	\$600	\$1,200	\$1,800	\$3,000	\$5,500	\$11,000
	Adult	Non Profit		\$128	\$255	\$510	\$1,020	\$1,530	\$2,550	\$4,675	\$9,350
		Commercial		\$249	\$498	\$996	\$1,992	\$2,988	\$4,980	\$9,130	\$18,260

The comparison Fee structure is also included as Appendix A.

## POLICY CONSIDERATIONS

*Council Policy I-06: Parks and Recreation Fees and Charges Policy:*

- As per *Council Policy I-06*, the RMOW currently charges fees for outdoor facility bookings. This policy covers groups that require the use of a specific location at a given time e.g. a wedding or corporate function. However, Policy I-06 does not outline the potential for fees and charges related to groups using municipal parks and trails on an ongoing mobile and flexible basis – for example tours, bike clinics and mobile children's camps.

Consolidated Parks & Recreation Fees & Charges Regulation Bylaw No. 1486, 2000:

- Hourly rates for outdoor facilities are set in Bylaw No. 1486 but there are no appropriate existing fee structures included for non-exclusive (flexible, fluid) use.

Whistler Summer Experience Plan 2021 – Summary Report No. 21-127 File No. 6120-00:

- Speaks to increased volume of park and trail visitation, congestion, greater potential for conflict, and the need to manage.

### **Corporate Plan**

The RMOW Corporate Plan is updated annually and articulates strategic direction for the organization. This section identifies how this report links to the plan.

#### **Council Focus Areas**

##### ☒ Community Balance

*Effectively **balance resort and community needs** through deliberate planning, partnerships and investment*

##### ☐ Climate Action

*Provide leadership to **accelerate climate action and environmental performance** across the community*

##### ☐ Housing

*Advance strategic and innovative initiatives to enable and **deliver additional employee housing***

##### ☐ Pandemic Recovery

*Leadership and support for **community and tourism recovery and sustainability** – priority focuses are where recovery needs intersect with other Council focus areas*

##### ☐ Not Applicable

### **Community Vision and Official Community Plan (OCP)**

The 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.

NEUP will help move the RMOW toward an appropriate balance between commercial and general public use of RMOW's parks and trails, consistent with the OCP's Recreation and Leisure Goal 9.9: *To balance the use of public amenities for commercial and event use with the needs of residents and visitors.*

Residents and visitors represent the general public's interests, while commercial and event use represents both for-profit and not-for-profit business activities.

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## BUDGET CONSIDERATIONS

Based on RMOW staff's most recent consultation with Council, staff further reviewed the proposed trial NEUP fee structure in consideration of a revised amount for the 5000+ user group that is commensurate with the amount of use of the park and trail network.

NEUP fees will contribute revenue to the general fund and help offset overall administration and operating costs.

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## LIL'WAT NATION & SQUAMISH NATION CONSIDERATIONS

The RMOW is committed to working with the Lil'wat People, known in their language as *L'il'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. This section identifies areas where RMOW activities intersect with these relationships.

There are no specific considerations to include in this report.

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## COMMUNITY ENGAGEMENT

Level of community engagement commitment for this project:

☐ Inform    ☒ Consult    ☐ Involve    ☐ Collaborate    ☐ Empower

Comment(s):

Staff consulted with Recreation and Leisure Advisory Committee (RLAC) by presenting the draft permit process and fee structure without specific fees, in February 2021. The following recommendations were passed and will be approved by RLAC at a subsequent meeting anticipated for March 2022.

Recommendation one (carried): ***"That RLAC supports the implementation of a non-exclusive commercial use permit for municipal parks and trails that seeks to balance the use of public amenities for commercial and event use with the needs of residents and guests, and also support research and data collection and that the findings be shared with RLAC prior to next steps to determine feasibility of fees"***

Staff further consulted with RLAC by presenting an updated draft permit process and fee structure including the specific fees in January 2022. RLAC indicated support for NEUP, and supports implementation of a trial program to test fees beginning summer 2022



MARCH 8, 2022

Recommendation One (draft): “**That** RLAC supports the implementation of a non-exclusive commercial use permit for municipal parks and trails that seeks to balance the use of public amenities for commercial and event use with the needs of residents and visitors, and eventually leads to a revenue stream to help offset overall costs”

Recommendation Two (draft): “**That** RLAC recommends further review of proposed fees for commercial and out-of-town categories in consideration of market pricing and impact on other users, resources, and amenities”

Staff will be reviewing all categories upon completion of the trial program at the end of the summer 2022 season. These lessons learned will help to better inform the accuracy and impacts of the proposed fees and whether they should be changed to improve the outcomes for all users.

Many existing RMOW parks and trail user groups and clients, that might be impacted by NEUP, have been informed of the ongoing development of the new permit process, some as early as 2019. In 2019, staff engaged with the largest user group, DFX Kids Club (DFX), informing them of the need to better manage park and trail use and intention to implement NEUP, and staff requested detailed program information to help inform development of NEUP process and fees. DFX understood the RMOW's position and was helpful providing detailed information regarding their group sizes, daily registration numbers, routes, duration of programs, and other information.

Staff presented to Council on February 8, 2022. Council passed the following two resolutions:

**That** Council support the implementation of a trial to test the fee structure as presented in Appendix A attached to this Administrative Report to Council No 22-014; and return to Council following the summer 2022 season to present outcomes of the trial program and update Policy I-06: Parks and Recreation Fees and Charges to reflect the outcomes of the trial; and

**That** Council direct staff to return to Council with a revised fee structure for the 5000+ user group that is commensurate with the amount of use of the trail network.

---

## REFERENCES

Appendix A – Revised NEUP Fee Structure

Parks & Recreation Fees & Charges Regulation Bylaw No. 1486, 2000.

Special Event Bylaw 2171, 2019

Council Policy I-06: Parks and Recreation Fees and Charges

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## SUMMARY

The NEUP fee structure has been developed in response to the increased use of outdoor facilities by the general public and the growing popularity of outdoor camps, training programs, tours, and other recreational programs. NEUP will help promote equitable access to RMOW lands for businesses and organizations to operate in harmony with other recreational activities, residents, and visitors.

Balancing the use of public amenities for commercial and event use with the needs of residents and visitors was a strong message communicated by residents during the OCP's public engagement process in 2018.

NEUP is proposed to be introduced on a trial basis in 2022. Moving forward in 2023 and beyond, *Council Policy I-06* will be amended, and permit fees will be reviewed and established for inclusion in the Parks & Recreation Fees & Charges Regulation Bylaw No. 1486, 2000.

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## **SIGN-OFFS**

### **Written by:**

Bob Andrea,  
Manager, Village Animation & Events

### **Reviewed by:**

Jessie Gresley-Jones,  
General Manager Resort Experience

Virginia Cullen,  
Chief Administrative Officer

**Original proposed fees:**

Total user visits:			< 250	250-500	501-1000	1001-3000	3001-5000	5000+
Local	Youth	Non Profit		\$84	\$168	\$421	\$842	\$1,403
		Commercial		\$150	\$300	\$750	\$1,500	\$2,500
	Adult	Non Profit		\$128	\$255	\$638	\$1,275	\$2,125
		Commercial		\$200	\$399	\$998	\$1,995	\$3,325
Out of Town	Youth	Non Profit		\$84	\$168	\$421	\$842	\$1,403
		Commercial		\$150	\$300	\$750	\$1,500	\$2,500
	Adult	Non Profit		\$128	\$255	\$638	\$1,275	\$2,125
		Commercial		\$249	\$498	\$1,245	\$2,490	\$4,150

Application fee applied to &lt;250

**Revised Fee Structure:**

Total user visits:			<250	250-500	501-1000	1001-2000	2001-3000	3001-5000	5001-8000	8001-11000	11001+
Local	Youth	Non Profit		\$84	\$168	\$337	\$673	\$1,010	\$1,683	\$3,086	\$6,171
		Commercial		\$150	\$300	\$600	\$1,200	\$1,800	\$3,000	\$6,000	\$11,000
	Adult	Non Profit		\$128	\$255	\$510	\$1,020	\$1,530	\$2,550	\$4,675	\$9,350
		Commercial		\$200	\$399	\$798	\$1,596	\$2,394	\$3,990	\$7,315	\$14,630
Out of Town	Youth	Non Profit		\$84	\$168	\$337	\$673	\$1,010	\$1,683	\$3,086	\$6,171
		Commercial		\$150	\$300	\$600	\$1,200	\$1,800	\$3,000	\$5,500	\$11,000
	Adult	Non Profit		\$128	\$255	\$510	\$1,020	\$1,530	\$2,550	\$4,675	\$9,350
		Commercial		\$249	\$498	\$996	\$1,992	\$2,988	\$4,980	\$9,130	\$18,260

Application fee applied to &lt;250

## STAFF REPORT TO COUNCIL

**PRESENTED:** March 8, 2022  
**FROM:** Waste Management  
**SUBJECT:** GRANT APPLICATION FOR UBCM POVERTY REDUCTION FUNDING - SEA TO SKY FOOD SECURITY AND RESILIENCY ASSESSMENT AND ACTION PLAN

**REPORT:** 22-037  
**FILE:** 655.11

### RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

**That** the recommendation of the General Manager of Infrastructure Services be endorsed.

### RECOMMENDATION

**That** Council endorse the Poverty Reduction Planning and Action Program Grant Application, and if successful, direct staff to provide overall grant management in accordance with the Union of British Columbia Municipalities' grant requirements.

### PURPOSE OF REPORT

The purpose of this report is to have Council endorse a grant application to UBCM for the creation of an assessment and action plan for enhancing food security and resiliency in the Sea to Sky region (Project). The Project will build on the Sea to Sky Food Recovery project (see references), go further to address the localization, resiliency and security of the regional food system, and support the Resort Municipality of Whistler's (RMOW) zero waste goals. A council resolution that indicates support for the proposed activities and willingness to provide overall grant management is required as part of the grant application.

☐ Information Report ☒ Administrative Report (Decision or Direction)

### DISCUSSION

#### **Background**

Despite there being enough food for everyone, hunger, food insecurity and excessive food waste persist. Hunger and food insecurity are two of the most serious forms of extreme poverty that touch all communities within the Sea-to-Sky region. Because of the pandemic and escalating costs of food and other living expenses, demand for food bank services has been growing. Long-term, regional approaches are required that target underlying socioeconomic conditions while addressing both acute (i.e., emergency-related) and chronic (i.e., structural) vulnerabilities and inefficiencies in food supply and (re)distribution chains.



MARCH 8, 2022

Since the completion of the Sea to Sky Food Recovery project, the regional food distributions organizations (food banks), the RMOW and WCS Engagement and Planning (formerly Whistler Centre for Sustainability who act as the lead consultants) have worked to determine the next areas of focus needed in the region related to food security and food waste reduction. The Project is being scoped to consist of an inclusive regional engagement, assessment and action planning process that addresses the following areas of food security and resiliency in the Sea to Sky Corridor:

- Food insecurity and the root causes and system changes needed to address them in the region, including issues of accessibility, affordability, agency, and appropriateness of food bank services.
- Resiliency and localization of the Sea to Sky food system, including direct food supply linkages to food banks and food bank clients, capacity building and employment opportunity development, and food supply and reserve coordination in times of emergency.
- Storage and processing space needs assessment, and exploration of potential location(s), infrastructure, transportation, and operating model(s) as needed.

Detailed project planning and then the subsequent execution will be undertaken in partnership with Lil'wat Nation, Sea-to-Sky municipal governments (Village of Pemberton and the District of Squamish) and the regional district (Squamish Lillooet Regional District) and food bank service providers (e.g., Squamish Helping Hands/Under One Roof, Sea to Sky Community Services, and Whistler Community Services Society). Additionally, the Project will engage other important voices throughout the region's food system (farmers, food retailers and grocery store representatives, restaurateurs) as well as those with lived experiences of food insecurity and other forms of poverty.

## POLICY CONSIDERATIONS

### Relevant Council Authority/Previous Decisions

The Project builds upon this previous work to develop a food recovery strategy for the region:

[UBCM Poverty Reduction Grant Project – Sea To Sky Food Recovery Strategy Action Plan Report No. 21-111 File No. 655.11](#)

### Corporate Plan

The RMOW Corporate Plan is updated annually and articulates strategic direction for the organization. This section identifies how this report links to the plan.

### **Council Focus Areas**

#### ☒ Community Balance

*Effectively **balance resort and community needs** through deliberate planning, partnerships and investment*

#### ☒ Climate Action

*Provide leadership to **accelerate climate action and environmental performance** across the community*

#### ☐ Housing

MARCH 8, 2022

*Advance strategic and innovative initiatives to enable and **deliver additional employee housing***

☒ Pandemic Recovery

*Leadership and support for **community and tourism recovery and sustainability** – priority focuses are where recovery needs intersect with other Council focus areas*

### **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 Project focus areas will help to advance the OCP goals and objectives as listed below.

**Focus Area One:** Food insecurity and the root causes and system changes needed to address them in the region, including issues of accessibility, affordability, agency, and appropriateness of food bank services.

- 8.11.1. Objective  
Engage with service providers and the community to maintain and coordinate high quality services with a particular focus on the needs of those who are most vulnerable.

**Focus Area Two:** Resiliency and localization of the Sea to Sky food system, including direct food supply linkages to food banks and food bank clients, capacity building and employment opportunity development, and food supply and reserve coordination in times of emergency.

- 8.15. Goal  
Support the food system and related activities to enhance the regional economy and increase regional jobs and wealth from farm to fork.
- 8.7.2. Objective  
Maintain a safe community through the provision of sufficient fire, rescue and emergency services.
- 8.12.1. Objective  
Improve education and initiatives to increase the sustainability and resiliency of the resort community's food system.

**Focus Area Three:** Storage and processing space needs assessment, and exploration of potential location(s), infrastructure, transportation, and operating model(s) as needed.

- 8.16. Goal  
Reduce waste from the food system and divert waste from landfills
- 8.16.1. Objective  
Encourage and provide facilities and services to reduce food waste.

MARCH 8, 2022

## BUDGET CONSIDERATIONS

If successful, the UBCM grant will provide 100% of the Project funding. The funding application is for \$116,260, with the remaining contribution estimated at about \$8,000, which is an “in-kind” contribution of municipal staff time (shared between the regional local government staff representatives) to participate in the Project.

Further, as the primary applicant, the RMOW would be required to manage the funding on behalf of all partners, which will involve some administrative time by staff beyond project participation.

The grant will cover the costs of the consultants (WCS Engagement + Planning and other expert professionals in food systems, poverty reduction and emergency planning) and honoraria to compensate the food distribution organizations (food banks) and other community members for the time they contribute to the Project.

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## LIL'WAT NATION & SQUAMISH NATION CONSIDERATIONS

The RMOW is committed to working with the Lil'wat People, known in their language as *L'il'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. This section identifies areas where RMOW activities intersect with these relationships.

As articulated in the letter of support (Appendix A), the Project will support Lil'wat Nation efforts to address food security, emergency food access issues, and poverty. Staff representatives from the Lil'wat Nation will be key to advancing this project and ensuring Lil'wat Nation needs are met.

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## COMMUNITY ENGAGEMENT

Level of community engagement commitment for this project:

☐ Inform      ☒ Consult      ☒ Involve      ☒ Collaborate      ☐ Empower

Comment(s):

Engagement with regional local government partner representatives, Lil'wat Nation food/agricultural representative, food bank representatives and expert professionals will occur at the 'involve' and 'collaborate' levels throughout the Project and specifically during the detailed project design phase. Community member and stakeholder engagement will occur at the 'consult' and 'involve' levels through surveys, workshops, meetings, and other techniques. The 'inform' level of engagement will be used throughout the Project to provide the needed information to participants such that they can meaningfully and strategically contribute.

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## REFERENCES

Appendix A: Letters of support

MARCH 8, 2022

- Lil'wat Nation
- Whistler Community Services Society
- Squamish Helping Hands/Under One Roof
- Sea to Sky Community Services

## Appendix B: Program Guide and Application

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### SUMMARY

The RMOW has an opportunity to receive \$116,260 in grant funding from the Poverty Reduction Planning and Action Program to support regional food security, resiliency and reduction in food waste. Staff request that Council support the submission of this grant application to UBCM.

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### SIGN-OFFS

#### Written by:

Andrew Tucker,  
Manager of Transportation and Waste  
Management

#### Reviewed by:

James Hallisey,  
General Management of Infrastructure Services

Virginia Cullen,  
Chief Administrative Officer





February 11, 2022

Local Government Program Services  
525 Government St.  
Victoria, BC  
V8V 0A8

Re: Funding application to Together BC: British Columbia's Poverty Reduction Strategy

To Whom it May Concern,

Lilwat Nation is in support of the application to the Together BC: British Columbia Poverty Reduction Strategy being put forward by the Resort Municipality of Whistler to have an in depth look at food security in the Sea to Sky Corridor. While food insecurity has long been a concern of many communities, its weight and prevalence has become ever more obvious during the Covid-19 pandemic. We believe it is critical to understand the depth of food insecurity within the Sea to Sky corridor, and work towards systemic change to address the underlying issues. However, this can only be accomplished with a complete understanding of the issue and it is hoped that the information positioned to come from this project can present possible solutions and partnerships to improve food security for all community members. While food bank use has increased in the corridor exponentially, and the food distribution groups have been able to react admirably, further supports are required to address food insecurity systemically - before it reaches the critical point of needing to access the food banks.

Furthermore, food distribution organizations are often left dealing with food access issues during emergencies such as natural disasters and pandemics. This is not a sustainable solution as the incidence of emergencies is rapidly increasing along our corridor. Emergency planning needs to include plans for access to food in the event communities are cut off from access to supplies and is an important part of looking at food security in a proactive manner for communities which can be easily isolated.

While there is much work being done within the communities to address food security, at the heart of which lies poverty, it is important to determine how a robust, localized food system looks for individual communities as well as how that can roll up into a regionalized perspective. The Sea to Sky corridor communities have vastly differing demographics and abilities to affect food security and poverty reduction within their communities, but I believe these issues can best be dealt with by coming together to draw on the strengths and experiences of these communities.

Please feel free to contact me if you have any additional questions or require clarification.

Regards,

*Shannon Didier*

Shannon Didier  
Lilwat Nation, Agricultural Manager  
604.966.8273 (cell)

February 10, 2022

Whistler Community Services Society  
8000 Nesters Road, Whistler, BC  
V8E 0G4

Re: Funding application to Together BC: British Columbia's Poverty Reduction Strategy

To Whom it May Concern,

Whistler Community Services society is in support of the application to the Together BC: British Columbia Poverty Reduction Strategy being put forward by the Resort Municipality of Whistler to have an in-depth look at food security in the Sea to Sky Corridor. The recent disasters and the pandemic have exacerbated food insecurity levels and the gaps that exist in our food systems.

While food banks are a great short-term solution, only a small portion of people who would be considered severely food insecure access food banks across the country. There are other levels of food insecurity and unfortunately people do not become food secure once they access food banks. There are many issues that affect food security: availability, accessibility, adequacy, acceptability and agency. In an effort to provide systems change and reduce poverty, we think further research is necessary to assess food insecurity levels in the Sea to Sky Corridor.

Sincerely,  
Gizem Kaya  
Food Security & Community Development Manager  
[gizem@mywcsc.org](mailto:gizem@mywcsc.org)



**Squamish Food Bank Society**

37871 Third Avenue  
Squamish, BC V8B 1B8, Canada  
squamishfoodbank@gmail.com | 604-815-7332

February 10, 2022

Squamish Food Bank Society  
Under One Roof  
102-37871 Third Avenue  
Squamish, BC V8B 1B8

Re: Funding application to Together BC: British Columbia's Poverty Reduction Strategy

To Whom it May Concern,

The Squamish Food Bank Society, as a part of the Community Food Hub at Under One Roof in Squamish, is in support of the application to the Together BC: British Columbia Poverty Reduction Strategy put forward by the Resort Municipality of Whistler.

Many residents of Squamish and the greater Sea-to-Sky Corridor have been struggling with food insecurity for a long time. Anecdotally, we know that the ever-increasing cost of living, lack of affordable housing, and lack of opportunity for well-paying, stable employment is also taking its toll on our communities. We've witnessed the effects of the COVID-19 pandemic, as well as the effects of the natural disasters, the incidence of which have been rapidly increasing across the Corridor. We are grateful to have the opportunity to invest time and funding into getting to the heart of these issues, and the ways in which they intersect with food security in the Sea-to-Sky.

There are decades of proof, on national and international scales, which demonstrate food insecurity is not a food access issue, but a poverty issue. Charitable food distribution organizations with missions of "ending hunger" have been around for close to a hundred years, and food banks have become part of the bedrock of society. Still, the issue which we are working to resolve seems to only grow larger. While we continue to work hard every day to meet the needs of the Squamish community, we do so with the knowledge that charitable food distribution is a band-aid solution. We strive to create food access in as dignified a way as possible, and simultaneously, we need to work to understand the gaps in the system that leave our people impoverished, and hungry. In parallel, we are also aware that with growing precarity in our climate and large-scale food systems, we must work proactively to create a sustainable, robust, local food economy.

We are looking forward to the opportunity to engage in this important work, and are grateful for your support. Please feel free to reach out with additional questions, or for further clarification.

With warmth,

Mariana Borsuk-Gudz  
Program Coordinator  
Squamish Food Bank Society  
[m.borsukgudz@shhs.ca](mailto:m.borsukgudz@shhs.ca) | 604-815-7332



February 10, 2022

RE: Resort Municipality of Whistler UBCM Poverty Reduction Grant Application

I am writing on behalf of Sea to Sky Community Services Society in support of an application submitted by the Resort Municipality of Whistler to the UBCM for Poverty Reduction.

Sea to Sky Community Services Society is a charitable organization, established in 1978. We help to address the increased food insecurity that many individuals, families and communities are experiencing, as well as supporting longer-term initiatives to sustainable access to nutritious foods for those living in rural and remote communities.

The project will focus on developing a more sustainable regional system that links farming, and food production to the food banks. This grant recognizes and supports food systems to change to best support the evolving needs of their communities.

Thank you for your consideration of this application.

With best regards,

A handwritten signature in black ink that reads "Jaye Russell".

Jaye Russell  
Executive Director  
Sea to Sky Community Services Society



# Poverty Reduction Planning & Action Program

## 2022 Program & Application Guide

### 1. Introduction

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In March 2019, the Province of BC released their poverty reduction strategy: [TogetherBC: British Columbia's Poverty Reduction Strategy](#). Mandated through the *Poverty Reduction Strategy Act*, the strategy set targets to reduce the overall poverty rate in British Columbia by at least 25%, and the child poverty rate by at least 50%, by 2024. *TogetherBC* is based on four principles: affordability, opportunity, reconciliation, and social inclusion. These principles guided the priority action areas that form the core of the strategy.

With investments from across government, *TogetherBC* reflects government's commitment to reduce poverty and make life more affordable for British Columbians. It includes policy initiatives and investments designed to lift people up, break the cycle of poverty, and build a better BC for everyone.

Local governments have long-advocated for a provincial poverty reduction strategy and are crucial partners in this work. They are at the front-line of seeing the impacts of poverty in their communities and play a central role in developing local solutions with community partners and other levels of government.

#### Poverty Reduction Planning & Action program

The intent of the Poverty Reduction Planning & Action program is to support local governments in reducing poverty at the local level and to support the Province's poverty reduction strategy. In 2020, the Province provided \$5 million over three years and the program is administered by the Union of BC Municipalities (UBCM). The first two intakes of the program in Spring 2020 and Spring 2021 awarded over \$2 million to more than 70 local governments across the province.

### 2. Eligible Applicants

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All local governments (municipalities, regional districts, and the Islands Trust) in BC are eligible to apply.

Eligible applicants can submit one application per intake, including regional applications or participation as a partnering applicant in a regional application.

### 3. Grant Maximum

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The 2022 Poverty Reduction Planning & Action program provides two streams of funding. Projects funded under Stream 1 may receive up to 100% of the cost of eligible activities to a maximum of \$25,000. Projects funded under Stream 2 may receive up to 100% of the cost of eligible activities to a maximum of \$50,000. Regional projects under either Stream 1 or Stream 2 may receive up to 100% of the cost of eligible activities to a maximum of \$150,000.

In order to ensure transparency and accountability in the expenditure of public funds, all other grant contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the grant.

## 4. Requirements for Funding

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As part of the approval agreement, approved projects must meet the following requirements for funding:

- Any in-person activities, meetings, or events must meet public health orders and/or guidance in relation to COVID-19.
- Activities must comply with all applicable privacy legislation under the *Freedom of Information and Protection of Privacy Act* in relation to the collection, use, or disclosure of personal information while conducting funded activities. Personal information is any recorded information about an identifiable individual other than their business contact information. This includes information that can be used to identify an individual through association or inference.

## 5. Eligible Projects

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To qualify for funding, applications must demonstrate the extent to which proposed activities will reduce poverty at the local level.

To qualify for funding, projects must:

- Focus on one or more of the six priority action areas identified in *TogetherBC*:
  - Housing
  - Education and training
  - Income supports
  - Families, children and youth
  - Employment
  - Social supports
- Be a new project (retroactive funding is not available);
- Be capable of completion by the applicant within one year from the date of grant approval;
- Involve key sectors of the community including community-based poverty reduction organizations, people with lived experience of poverty, businesses, local First Nations and/or Indigenous organizations.

Within the six priority areas, eligible projects may also address one or more of the other key priorities identified in *TogetherBC*: mental health and addictions, food security, transportation, and/or access to health care.

### Regional Projects

Funding requests from two or more eligible applicants for regional projects may be submitted as a single application for eligible, collaborative projects. In this case, the maximum funding available would be based on the number of eligible applicants included in the application. It is expected that regional projects will demonstrate cost-efficiencies in the total grant request.

The primary applicant submitting the application for a regional project is required to submit a resolution as outlined in Section 6 of this guide. Each partnering applicant is required to submit a resolution that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf.

The total funding request for regional projects cannot exceed \$150,000.

## 6. Eligible & Ineligible Costs & Activities

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### Eligible Costs & Activities

Eligible costs are direct costs that are approved for funding, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

### Stream 1: Poverty Reduction Plans and Assessments

The intent of this funding stream is to support communities to develop or update assessments or plans in order to reduce poverty at the local level. The funding maximum under Stream 1 is \$25,000 for a single applicant and \$150,000 for regional applications.

Under Stream 1, eligible activities must be cost-effective and include:

- Development of a local Poverty Reduction plan or assessment that addresses one or more of the six priority action areas as identified in *TogetherBC*;
- Engagement of people living in poverty or with a lived experience of poverty in planning activities;
- Adding a poverty reduction lens including specific activities and outcomes to support people living in poverty, to existing plans or policies, such as:
  - Official Community Plans or community or neighbourhood plans;
  - Zoning and other policies;
  - Development permit requirements;
  - Emergency response, evacuation, and/or emergency support services plans;
  - Food security and food systems planning;
  - Community planning processes related to social determinants of health (e.g. affordable housing, homelessness, etc.).

### Stream 2: Poverty Reduction Action

The intent of this funding stream is to support communities to undertake local projects in order to reduce poverty at the local level. The funding maximum under Stream 2 is \$50,000 for a single applicant and \$150,000 for regional applications.

In order to be eligible for Stream 2 funding, eligible applicants are required to have completed a Poverty Reduction plan or assessment, or demonstrate that their Official Community Plan, or an equivalent plan, is inclusive of poverty reduction principles.

Under Stream 2, eligible activities must be cost-effective and may include:

- Pilot projects to evaluate the impact of providing supports such as reduced-fare transit, recreation passes, or other service opportunities for low-income residents;
- Supporting financial security through tax-filing programs;
- Awareness campaigns to reduce stigma around poverty and promote social inclusion;
- Social enterprise initiatives that provide supported employment opportunities for people with multiple barriers to employment;
- Local food security initiatives including food-waste diversion projects and community kitchens that support training and social inclusion, as well as access to food;
- Pilot projects to assist key populations living with low income as identified in *TogetherBC*;

Stream 2 of the 2022 Poverty Reduction Planning & Action program is not intended to be a capital funding program. However, minor capital expenditures for eligible activities that have a clear and definable benefit to people living in poverty, that are clearly linked to activities identified in the application, and that are intended to reduce poverty at the local level will be considered for funding under Stream 2.

Capital costs cannot exceed 25% of the total requested Stream 2 grant (i.e. an application for a \$50,000 grant cannot include more than \$12,500 in capital costs).

### **Eligible Activities Applicable to Both Funding Streams**

The following expenditures are also eligible, provided they relate directly to the eligible activities identified above:

- Honoraria for community member participants who are living in poverty. It is expected that the payment of honoraria should align with current best practices and that any honoraria paid for the ongoing participation of people living in poverty should be at least the current provincial minimum wage;
- Consultant costs;
- Incremental staff and administration costs;
- Public information costs.

### **Ineligible Costs & Activities**

Any activity that is not outlined above or is not directly connected to activities approved in the application by the Evaluation Committee is not eligible for grant funding. This includes:

- Development of funding application package;
- Development of feasibility studies and/or business cases;
- Development of architectural, engineering, or other design drawings for the construction or renovation of facilities providing services to people living in poverty;
- Long-term, permanent capital investments including the purchase of land and/or buildings;
- Major capital improvements to existing facilities and/or construction of new, permanent facilities;
- Regular salaries of applicant staff or partners;
- Routine or ongoing operating (e.g. heating and lighting; security; telephone; internet) and/or planning costs or activities that are not incremental to the project;
- Purchase of software, software licences, service subscriptions, or membership fees;
- Legal, audit, or interest fees or fees to incorporate a society;
- Project-related fees payable to the eligible applicant(s) (e.g. permit fees, DCCs, etc.);
- Existing programs with established, designated funding from other partners;
- Purchase of promotional items, door/raffle prizes, give-away items, and/or gifts for community members;
- Fundraising, lobbying, or sponsorship campaigns.

## **7. Application Requirements & Process**

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### **Application Deadline**

The application deadline is February 11, 2022.



Applicants will be advised of the status of their application within 90 days of the application deadline.

### Required Application Contents

- Completed Application Form;
- Detailed project budget, including itemized costs/activities that will be funded by the grant and separating out any in-kind and/or cash contributions from the applicant(s) or other grant funding;
- Council, Board, or Local Trust Committee resolution, indicating support for the current proposed activities and willingness to provide overall grant management;
- **For regional projects only:** Each partnering eligible local government must submit a Council, Board, or Local Trust Committee resolution that clearly indicates support for the primary applicant to apply for, receive, and manage the grant funding on their behalf;

<b>Resolutions from partnering applicants must include the specific language above.</b>
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- Optional: Up to three letters of support as evidence of partnership or collaboration with community-based poverty reduction organizations, people with lived experience of poverty, businesses, local First Nations and/or Indigenous organizations.

### Submission of Applications

Applications should be submitted as Word, Excel, or PDF files. Total file size for email attachments cannot exceed 20MB.

All applications should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)

### Review of Applications

UBCM will perform a preliminary review of applications to ensure the required application elements have been submitted and to ensure that eligibility criteria have been met. Only complete application packages will be reviewed.

Following this, all eligible applications will be reviewed and scored by the Evaluation Committee. Scoring considerations and criteria include the following:

- Alignment with the intent and objectives of the Poverty Reduction Planning & Action program;
- Demonstration of direct participation in the proposed activities by people living in poverty or with a lived experience of poverty;
- Anticipated outcomes and a clear and achievable evaluation framework on how the success of the project or plan will be measured;
- Demonstrated clear and definable benefit to the community as a whole;
- Partnerships and demonstrated community support, including community-based poverty reduction organizations, people with lived experience of poverty, businesses, local First Nations, and/or Indigenous organizations;
- Cost-effectiveness of the project, including in-kind or cash contributions to the project from the eligible applicant(s), community partners, or other grant funding.

Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding.

The Evaluation Committee will consider the population and provincial, regional, and urban/rural distribution of proposed projects. Recommendations will be made on a provincial priority basis. All funding decisions will be made by UBCM.

<b>All application materials will be shared with the Province of BC</b>
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## **8. Grant Management & Applicant Responsibilities**

Please note that grants are awarded to eligible applicants only and, as such, the applicant is responsible for completion of the project as approved and for meeting reporting requirements.

Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

### **Notice of Funding Decision & Payments**

All applicants will receive written notice of funding decisions. Approved applicants will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded, and that is required to be signed and returned to UBCM within 30 days.

Grants under the Poverty Reduction Planning & Action program will be awarded in two payments: 50% at the approval of the project and when the signed Approval Agreement has been returned to UBCM, and 50% when the project is complete and the final reporting requirements have been met.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

### **Progress Payments**

In exceptional circumstances, to request a progress payment, approved applicants are required to submit:

- Written rationale for receiving a progress payment;
- Description of activities completed to date; and
- Description of funds expended to date.

### **Changes to Approved Projects**

Approved grants are specific to the project as identified in the application, and grant funds are not transferable to other projects. Approval from UBCM will be required for any significant variation from the approved project.

To propose changes to an approved project, approved applicants are required to submit:

- Amended application package, including updated, signed application form, budget, and an updated Council, Board, or Local Trust Committee resolution (including resolution(s) from regional application partners in the case of a regional application); and
- Written rationale for proposed changes to activities and/or expenditures.

Applicants are responsible for any costs above the approved grant unless an amended application is submitted and approved prior to work being undertaken.

## Extensions to Project End Date

All approved activities are required to be completed within the timeframe identified in the Approval Agreement and all extensions beyond this date must be requested in writing and be approved by UBCM. Extensions will not exceed one year.

## 9. Final Report Requirements

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Final Reports are required to be submitted within 30 days of the completion of the project. Applicants are required to submit an electronic copy of the complete final report, including the following:

- Completed Final Report Form with all required attachments;
- Detailed financial summary that includes the actual expenditures from the Poverty Reduction Planning & Action program and other sources of funding (if applicable) and that aligns with the actual activities outlined in the final report form;
- For Stream 1 only: electronic copy of the completed plan or assessment;
- Copies of any materials that were produced with grant funding;
- Optional: photos of the project, media clippings, and/or any reports or documents developed or amended with grant funding.

### Submission of Final Reports

All final reports should be submitted as Word, Excel, or PDF files. Total file size for email attachments cannot exceed 20MB.

All final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)

<b>All final reports will be shared with the Province of BC</b>
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## 10. Additional Information

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For enquiries about the application process or general enquiries about the program, please contact:

Union of BC Municipalities

E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)

Phone: (250) 952-9177

For more information on BC's Poverty Reduction Strategy, please refer to [TogetherBC](#).

## STAFF REPORT TO COUNCIL

**PRESENTED:** March 8, 2022  
**FROM:** Legislative Services  
**SUBJECT:** AMENDMENTS TO COUNCIL POLICY A-35 AND NOMINATION FORM: CIVIC SERVICE AWARDS

**REPORT:** 22-037  
**FILE:** A-35

### RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

**That** the recommendation of the General Manager of Corporate and Community Services be endorsed.

### RECOMMENDATION(S)

**That** Council adopt *Council Policy A-35: Civic Service Awards* and the Civic Service Awards Nomination Form, as amended and attached as Appendices A and B to Administrative Report to Council No. 22-037.

### PURPOSE OF REPORT

The purpose of this report is to present amendments to *Council Policy A-35: Civic Service Awards* (the CSA Policy) and the Civic Service Awards Nomination Form and request approval from Council.

☐ Information Report ☒ Administrative Report (Decision or Direction)

### DISCUSSION

#### **Background**

The Civic Service Awards (CSAs) have been awarded annually since 2014 to recognize exceptional individuals who have freely dedicated their time to the Resort Municipality of Whistler (RMOW) through Committees of Council, Council-Appointed Boards, Municipal Corporations and RMOW Working Groups (RMOW Committees). The current list includes:



Select Committees:

- Advisory Design Panel
- Economic Partnership Initiative Committee
- Emergency Planning Committee
- Festivals, Events and Animation Oversight Committee
- Forest and Wildland Advisory Committee
- May Long Weekend Committee
- Accessibility and Inclusion Committee
- Recreation and Leisure Advisory Committee
- Strategic Planning Committee
- Technology Advisory Committee
- Transportation Advisory Committee
- Transit Management Advisory Committee
- Whistler Bear Advisory Committee
- Zero Waste Select Committee

Council-appointed Boards:

- Board of Variance
- Library Board of Trustees

The RMOW also has Municipal Corporations and Working Groups involving non-RMOW members including:

- Whistler 2020 Development Corp.
- Whistler Housing Authority Ltd.
- Tourdex.com Systems Inc.
- Whistler.com Systems Inc.
- Economic Recovery Working Group
- Trails Planning Working Group, and others

In 2021, the RMOW had over one hundred and fifty non-RMOW individuals participating in the RMOW Committees listed above. Members contribute their time, knowledge and expertise on a wide range of matters pertaining to Whistler.

Each year, up to three recipients are selected by Mayor and Council to receive formal recognition for their contributions.

Council adopted the CSA Policy A-35 in 2014 to facilitate the official recognition of outstanding achievements by individuals in regards to their community engagement and exemplary civic contributions. It establishes the CSA's procedure and eligibility requirements.

During the 2021 CSA selection process, staff reviewed both the CSA Policy and the nomination form and are suggesting some amendments for Council's consideration.

## **Analysis**

### **CSA Policy Updates**

During the 2021 CSA nomination period, staff encountered common questions and misunderstandings from individuals wishing to nominate. As such, staff are recommending some technical administrative amendments to the CSA Policy to clarify the purpose, procedure and requirements to nominate an individual for the CSA.

These amendments include:

1. Adding the following as Section 1.0 “Definition”, updating all following section numbers starting at 2.0:
  - In this Council Policy, “RMOW Committees” means Committees of Council, Council-appointed boards, RMOW Working Groups and Municipal Corporations.
2. Amending new sections 2.0, 3.3 and 4.0 by reformatting and adding the RMOW Committees, as follows:
  - 2.0 The Resort Municipality of Whistler (RMOW) relies on volunteer members of the public and community organizations to sit on RMOW Committees to further community engagement, accountability and transparency for Whistler. This policy establishes the criteria for the Resort Municipality of Whistler’s (RMOW) Civic Service Awards (CSAs) for individuals to receive formal recognition from Mayor and Council for outstanding and exemplary service that has enriched the Whistler community through contributing to RMOW Committees.
  - 3.3 To encourage further participation on RMOW Committees from the public.
  - 4.0 This policy exists to annually recognize exceptional individuals who have freely dedicated their time to the RMOW through RMOW Committees.
3. Amending Section 5.1, previously 4.1, by replacing “Legislative Services Department” by “Chief Administrative Officer’s (CAO’s) Office” and adding a nomination time and period:
  - The Chief Administrative Officer’s (CAO’s) Office will begin a call for nominations in September for a period of two to three weeks.
4. Amending Section 5.2, previously 4.2, as follows:
  - Nominations will be accepted from all members, volunteer and RMOW staff of RMOW Committees.
5. Adding the following as Section 5.3, updating all following sections number starting at 5.4:
  - Each individual can nominate several nominees, but must submit one form per nomination.
6. Amending Section 5.4, previously 4.3, by replacing “Legislative Services Department” with “Chief Administrative Officer’s (CAO’s) Office”:
  - The CAO’s Office will prepare an Administrative Report for a Closed Council Meeting by

authority of Section 90(1)(b) of the Community Charter that will include all nominations and staff recommendations where relevant.

7. Amending Section 5.6, previously 4.5, as follows:

- The recipients will receive their awards in a presentation by the Mayor at a recognition event, whose date and location will be determined by the RMOW and may vary from year to year.

Due to the Covid-19 pandemic and the changes that affected in-person gathering events in 2020 and 2021, staff recommend flexibility around the awards presentation approach and not restrict the official recognition to a specific event or time of the year.

8. Amending Section 6.1 by replacing “Legislative Services Department” with “Chief Administrative Officer’s (CAO’s) Office, adding RMOW administrated Working Groups and striking out the last category determined by the Corporate Officer, as follows:

- The CAO’s Office will begin a call for nominations and contact all of RMOW Committees to ask for nominees.

9. Adding the following as Section 6.5:

- Nominations from or for not-for-profit organizations and societies that are not RMOW Committees will not be accepted.

10. Adding the following as Section 6.6:

- Once awarded, individuals are not eligible for the five years following the year they received their award.

These suggested amendments are not substantive changes, but seek to clarify the requirements for individuals who can nominate and be nominees.

### **CSA Nomination Form Updates**

Staff note that the nomination form has not been updated since the CSA’s inception in 2014 and contains very little information on the CSA purpose.

Some RMOW staff members have asked questions regarding the nomination process and the eligibility to nominate or be a nominee in 2021. Staff also received a couple of self-nominations in 2021.

Staff are therefore recommending that the nomination form be updated to include information regarding the nomination process and eligibility requirements, to offer guidance to those individuals wishing to nominate someone.

The following amendments are:

1. Adding a “Nomination Process” section with a list of members eligible to nominate, as follows:

This nomination form is for the recognition of individuals bringing distinction to themselves and the Resort Municipality of Whistler (RMOW) in volunteer roles through our Committees of Council, Council-appointed Boards, Municipal Corporations and RMOW Working Groups (RMOW Committees).

As per *Council Policy A-35*, nominations are accepted from all members (volunteer members and RMOW staff) of RMOW Committees

2. Adding an “Eligibility Requirements” section as follows:

Only volunteer members who actively participated in civic service through the RMOW Committees are eligible for the Civic Service Awards. RMOW staff or individuals remunerated for their roles in RMOW Committees are not eligible for the award, but can submit a nomination.

3. Adding the following restriction, already included in the CSA Policy:

Self-nominations will not be accepted.

### **Corporate Plan**

The RMOW Corporate Plan is updated annually and articulates strategic direction for the organization. This section identifies how this report links to the plan.

#### **Council Focus Areas**

☐ Community Balance

*Effectively **balance resort and community needs** through deliberate planning, partnerships and investment*

☐ Climate Action

*Provide leadership to **accelerate climate action and environmental performance** across the community*

☐ Housing

*Advance strategic and innovative initiatives to enable and **deliver additional employee housing***

☐ Pandemic Recovery

*Leadership and support for **community and tourism recovery and sustainability** – priority focuses are where recovery needs intersect with other Council focus areas*

☒ Not Applicable

#### **Corporate Goals**

☐ Community character and mountain culture is reflected in municipal initiatives

☐ Municipal decision-making supports the effective stewardship of natural assets and ecological function

☐ Corporate policies and operations ensure continuous excellence in infrastructure, facility and program management



- ☒ A high level of accountability, transparency and community engagement is maintained
- ☐ Corporate financial health is optimized to ensure long-term community success
- ☐ A vibrant local economy and safe, resilient resort community is effectively reinforced by organizational activities
- ☐ Pandemic recovery

### **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 works together with Community members, who provide their knowledge and advice to Council, to achieve the vision statements. Whistler community's connections are strong and interactions with visitors are valued as an extension of the community. The RMOW has established meaningful partnerships at all levels, including with Community stakeholders based on open dialogue, honesty, respect and collaboration, resulting in the achievement of mutual goals and shared benefits.

The OCP addresses land use, infrastructure, housing, social and environmental issues. Committees of Council, Council-Appointed Board, Municipal Corporations and RMOW Working Groups have all been created to work on these specific topic areas that are essential to realizing the OCP's Vision, providing directions and recommendations to guide municipal decisions on specific issues.

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### **BUDGET CONSIDERATIONS**

There are no budget considerations in respect to the proposed amendments to the CSA Council Policy A-35. The costs associated with the recognition event are included in the existing 2022 budget.

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### **LIL'WAT NATION & SQUAMISH NATION CONSIDERATIONS**

The RMOW is committed to working with the Lil'wat People, known in their language as *L'il'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. This section identifies areas where RMOW activities intersect with these relationships.

We engage with Lil'wat and Squamish Nations for all relevant Committee activities.

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### **COMMUNITY ENGAGEMENT**

Level of community engagement commitment for this project:

☐ Inform    ☒ Consult    ☐ Involve    ☐ Collaborate    ☐ Empower

Staff reach out to all RMOW Committee members to encourage the nomination of individuals who have shown exemplary service and have contributed to the Whistler community through their volunteer roles.

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## REFERENCES

Appendix A – *Council Policy A-35: Civic Service Awards* (as amended)

Appendix B – Civic Service Awards Nomination Form (as amended)

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## SUMMARY

This report seeks Council's approval of the presented amendments to *Council Policy A-35: Civic Service Awards* and the Civic Service Awards Nomination Form.

## SIGN-OFFS

### Written by:

Laura Dandel,  
Administrative Assistant

### Reviewed by:

Pauline Lysaght,  
Corporate Officer/Manager of Legislative  
Services

Ted Battiston,  
General Manager of Corporate and Community  
Services

Virginia Cullen,  
Chief Administrative Officer



## THE RESORT MUNICIPALITY OF WHISTLER COUNCIL POLICY

<b>POLICY NUMBER: A-35</b>	<b>DATE OF RESOLUTION: AUGUST 5, 2014</b>
	<b>AMENDED:</b>
<b>NAME: CIVIC SERVICE AWARDS POLICY</b>	

### 1.0 DEFINITION

In this Council Policy, "RMOW Committees" means Committees of Council, Council-appointed boards, RMOW Working Groups and Municipal Corporations.

### 2.0 SCOPE OF POLICY

The Resort Municipality of Whistler (RMOW) relies on volunteer members of the public and community organizations to sit on RMOW Committees to further community engagement, accountability and transparency for Whistler. This policy establishes the criteria for the Resort Municipality of Whistler's (RMOW) Civic Service Awards (CSAs) for individuals to receive formal recognition from Mayor and Council for outstanding and exemplary service that has enriched the Whistler community through contributing to RMOW Committees.

### 3.0 OBJECTIVE

To set out the process for the CSAs, including defining the eligibility of recipients, timeframes, decision-making and presentation of the awards;

- 3.1 To annually recognize and support the community members and stakeholders of Whistler who actively participate in civic service through municipal decision-making in volunteer capacities;
- 3.2 To build positive awareness of the volunteer contributions of community members who actively engage with the RMOW to make lasting impacts in the Whistler community;
- 3.3 To encourage further participation on RMOW Committees from the public.

### 4.0 PURPOSE

This policy exists to annually recognize exceptional individuals who have freely dedicated their time to the RMOW through RMOW Committees.

### 5.0 PROCEDURE

- 5.1 The Chief Administrative Officer's (CAO's) Office will begin a call for nominations in September for a period of two to three weeks.
- 5.2 Nominations will be accepted from all members, volunteer and RMOW staff of RMOW Committees.
- 5.3 Each individual can nominate several nominees, but must submit one form per nomination.
- 5.4 The CAO's Office will prepare an Administrative Report for a Closed Council Meeting by authority of Section 90(1)(b) of the *Community Charter* that will include all nominations and staff recommendations where relevant.

- 5.5 At the Closed Council Meeting, Council will debate the merits of each nomination and select up to three award recipients each year.
- 5.6 The recipients will receive their awards in a presentation by the Mayor at a recognition event, whose date and location will be determined by the RMOW and may vary from year to year.

## **6.0 ELIGIBILITY OF AWARD RECIPIENTS**

- 6.1 The CAO's Office will begin a call for nominations and contact all of RMOW Committees to ask for nominees.
- 6.2 Eligible recipients must be an active member within the previous year of the RMOW Committees for the nomination to be considered.
- 6.3 Self-nominations will not be accepted.
- 6.4 RMOW Staff or any individual who is being remunerated for their role in the RMOW Committees are exempt from eligibility for the award.
- 6.5 Nominations from or for not-for-profit organizations and societies that are not RMOW Committees will not be accepted.
- 6.6 Once awarded, individuals are not eligible for the five years following the year they received their award.

Certified Correct:

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Pauline Lysaght  
Corporate Officer





## 2022 Civic Service Awards Nomination Form

### NOMINATION PROCESS

This nomination form is for the recognition of individuals bringing distinction to themselves and the Resort Municipality of Whistler (RMOW) in volunteer roles through our Committees of Council, Council-appointed Boards, Municipal Corporations and RMOW Working Groups (RMOW Committees).

As per *Council Policy A-35*, nominations are accepted from all members (volunteer members and RMOW staff) of RMOW Committees.

### ELIGIBILITY REQUIREMENTS

Only volunteer members who actively participated in civic service through the RMOW Committees are eligible for the Civic Service Awards. RMOW staff or individuals remunerated for their roles in RMOW Committees are not eligible for the award, but can submit a nomination.

For additional information about the Civic Service Awards, please visit [our website](#).

### FORM TO BE COMPLETED BY THE PERSON NOMINATING

Please submit one form for each person you are nominating.  
Self-nominations are not accepted.

I, \_\_\_\_\_  
(Name) \_\_\_\_\_  
(Telephone Number) \_\_\_\_\_  
\_\_\_\_\_  
(Email Address) \_\_\_\_\_  
\_\_\_\_\_  
(Role or relationship within the RMOW or RMOW Committee)

Wish to nominate, \_\_\_\_\_ for a 2022 Civic Service Award.  
(Individual's Name)

\_\_\_\_\_  
(Phone number of nominee)

\_\_\_\_\_  
(Email of nominee)



**RESORT MUNICIPALITY OF WHISTLER  
OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW  
(5298 ALTA LAKE ROAD) NO. 2289, 2020**

**A Bylaw to Amend the Resort Municipality of Whistler Official Community Plan**

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The Council of the Resort Municipality of Whistler, in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as “Official Community Plan Amendment Bylaw (5298 Alta Lake Road) No. 2289, 2020”.
2. The Resort Municipality of Whistler Official Community Plan Bylaw No. 2199, 2018 is amended by replacing Schedule A (Whistler Land Use Maps and Designations) to the Official Community Plan with Schedule A attached to and forming part of this Bylaw.

GIVEN FIRST AND SECONDS READING this 1st day of December, 2020.

Pursuant to section 464 of the *Local Government Act*, a PUBLIC HEARING was held this 9th day of March, 2021.

GIVEN THIRD READING this 15th day of June, 2021.

GIVEN THIRD READING RESCINDED this \_\_\_\_ day of \_\_\_\_, 2022.

Pursuant to Section 464 of the Local Government Act, a Public Hearing was held this \_\_\_\_ day of \_\_\_\_, 2022.

GIVEN THIRD READING this \_\_\_\_ day of \_\_\_\_, 2022.

APPROVED by the Minister of Municipal Affairs and Housing Pursuant to section 11 of the *Resort Municipality of Whistler Act* this \_\_\_\_ day of \_\_\_\_, 2022.

ADOPTED this \_\_\_\_ day of \_\_\_\_, 2022.

\_\_\_\_\_  
Jack Crompton, Mayor

\_\_\_\_\_  
Pauline Lysaght, Corporate Officer

\_\_\_\_\_  
I HEREBY CERTIFY that this is a true copy of “Official Community Plan Amendment Bylaw (5298 Alta Lake Road) No. 2289, 2020.”

\_\_\_\_\_  
Pauline Lysaght, Corporate Officer

**RESORT MUNICIPALITY OF WHISTLER  
ZONING AMENDMENT BYLAW (5298 ALTA LAKE ROAD) NO. 2283, 2020**

**A BYLAW TO AMEND THE WHISTLER ZONING AND PARKING BYLAW NO. 303, 2015**

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**WHEREAS** Council may, in a zoning bylaw pursuant to Section 479 of the *Local Government Act*, divide all or part of the area of the Municipality into zones, name each zone and establish the boundaries of the zones, regulate the use of land, buildings and structures within the zones, and require the provision of parking spaces for uses, buildings and structures;

**AND WHEREAS** Council may, pursuant to section 482 of the *Local Government Act*, establish different density rules for a zone, one generally applicable and the others to apply if the owner meets conditions set out in the bylaw.

**NOW THEREFORE** the Council of the Resort Municipality of Whistler, in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as “Zoning Amendment Bylaw (5298 Alta Lake Road) No. 2283, 2020”.
2. Resort Municipality of Whistler Zoning and Parking Bylaw No. 303, 2015 is amended by:
  - a) in Part 15, Section 17, replacing the regulations for the TA17 Zone with the regulations attached to this Bylaw as Schedule 1; and
  - b) in Part 24, attaching Schedule 2 to this Bylaw as Schedule S.

GIVEN FIRST AND SECOND READING this 23rd day of June, 2020.

FIRST AND SECOND READING RESCINDED this 1<sup>st</sup> day of December, 2020.

GIVEN FIRST AND SECOND READING this 1<sup>st</sup> day of December, 2020.

FIRST AND SECOND READING RESCINDED this 2nd day of February, 2021.

GIVEN FIRST AND SECOND READING this 2nd day of February, 2021.

Pursuant to Section 464 of the *Local Government Act*, a Public Hearing was held this 9th day of March, 2021.

GIVEN THIRD READING this 15th day of June, 2021.

GIVEN THIRD READING RESCINDED this \_\_\_\_ day of \_\_\_\_, 2022.

Pursuant to Section 464 of the Local Government Act, a Public Hearing was held this \_\_\_\_ day of \_\_\_\_, 2022.

GIVEN THIRD READING this \_\_\_\_ day of \_\_\_\_, 2022.

Approved by the Minister of Transportation and Infrastructure this \_\_\_\_ day of \_\_\_\_, 2022.



ADOPTED by the Council this \_\_\_ day of \_\_\_\_\_, 2022.

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Jack Crompton, Mayor

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Pauline Lysaght, Corporate Officer

I HEREBY CERTIFY that this is a true copy  
of "Zoning Amendment Bylaw (5298 Alta  
Lake Road) No. 2283, 2020."

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Pauline Lysaght, Corporate Officer

## **SCHEDULE 1 to Zoning Amendment Bylaw (5298 Alta Lake Road) No. 2283, 2020**

### **17. TA17 Zone (Tourist Accommodation Seventeen)**

#### **Intent and Interpretation**

- (1) The TA17 Zone is primarily intended to provide for site sensitive residential townhouse development, commercial tourist accommodation, and employee housing, together with parks and riparian protection uses, and the relocation and restoration of heritage structures.
- (2) The Key Plan for the TA17 Zone is shown in subsection (15).

#### **Subdivision and Use of Park and Housing Parcels**

- (3) Land in the TA17 Zone shall not be initially subdivided except to create parcels having boundaries in accordance with the Key Plan for the TA17 Zone.

#### **Permitted Uses**

- (4) The following uses are permitted and all other uses are prohibited:
  - (a) Employee housing contained in townhouses, but only at the locations and within the buildings specified for such use in the Key Plan for the TA17 Zone
  - (b) Tourist accommodation contained in townhouses, but only at the locations and within the buildings specified for such use in the Key Plan for the TA17 Zone
  - (c) Residential use contained in townhouses, but only at the locations and within the buildings specified for such use in the Key Plan for the TA17 Zone
  - (d) Caretaker's residence in one of the employee housing townhouses
  - (e) Amenity building for use as check-in facility for tourist accommodation uses and pool changing facility and other pool related uses
  - (f) Nature conservation park
  - (g) Community park, including one cabin and one barn, but the only structures permitted to be used for a cabin and a barn as part of a community park use are the cabin and barn located in the TA17 Zone on the date of adoption of Zoning Amendment Bylaw (5298 Alta Lake Road) No. 2283, 2020, which may be relocated and restored as contemplated under subsection (6)(c)
  - (h) Two Auxiliary buildings
  - (i) Auxiliary uses

#### **Base Density**

- (5) The maximum permitted densities for the uses permitted in the TA17 Zone are as follows:
  - (a) Twenty-one employee housing dwelling units, having combined a gross floor area of no more than 2000 square metres;

- (b) Two tourist accommodation dwelling units, having a combined gross floor area of no more than 363 square metres;
- (c) Two residential townhouse dwelling units, having a combined gross floor area of no more than 363 square metres;
- (d) Amenity building with tourist accommodation check-in facility and pool change room and related pool facilities, having a gross floor area of no more than 40 square metres;
- (e) 250 square metres for the cabin and barn as shown on the Key Plan for the TA17 Zone

**Additional density**

- (6) The maximum densities permitted in subsection (5), above, may be increased in accordance with subsection (7) if all of the following conditions are satisfied:
  - (a) Dedicate, as park, the areas shown on the Key Plan for the TA17 Zone as “community park” and “nature conservation park” to the Municipality as park and transfer to the Municipality ownership in fee simple of the area shown on the Key Plan as “Future Employee Housing”, and for the purpose of this subsection the minimum area of the lands to be dedicated and transferred are as follows:
    - (i) Nature Conservation Park: 0.563 hectares
    - (ii) Community Park : 0.877 hectares
    - (iii) Future Employee Housing: 0.5 hectares;
  - (b) Construct to completion the valley trail as shown approximately on the Key Plan for the TA17 Zone, with lighting, and Gebhart Creek bridge, all to the standards attached as Schedule S;
  - (c) Move existing cabin as shown on the Key Plan for the TA17 Zone, and refinish the existing barn shown on the Key Plan and the relocated cabin and repair them so that they are weather proofed and structurally sound and the main floor of the cabin may be safely used and occupied;
  - (d) Construct to completion at least twenty-one employee housing units within the TA17 Zone, having a gross floor area no less than 1991 square meters and enter into a housing agreement with the Municipality under section 403 of the *Local Government Act* with respect to all of those units, in the form authorized for the TA17 Zone by housing agreement bylaw adopted prior to or concurrently with the adoption of Zoning Amendment Bylaw 2283, 2020; and
  - (e) Construct to completion the community park in the location identified on the Key Plan for the TA17 Zone, such community park to be a neighbourhood serving park containing the following features:
    - (i) A mix of passive and active elements and spaces.
    - (ii) Lawn areas shall have no greater than 2 percent slope, shall be irrigated, shall have a sand based growing medium, and shall be designed to be mowed with a ride-on product. Subsurface drainage may be required.
    - (iii) Irrigation systems shall be consistent with municipal specifications and shall include electrical and communication services.

- (iv) Benches, picnic tables, waste receptacles, bike racks, drinking water fountain and signage to municipal standards.
  - (v) A playground structure with a rubber poured in place safety surface.
  - (vi) An asphalt surfaced pocket pump track appropriately scaled for young children new to riding a bicycle.
  - (vii) Walking paths shall be asphalt.
  - (viii) Trees shall be deciduous with a light canopy to allow sufficient sunlight for lawn growth.
  - (ix) Perennials and ornamental flower and shrub beds are discouraged.
  - (x) Any naturally occurring features that reinforce the mountain landscape should be retained.
  - (xi) A hard surface space for maintenance vehicle parking.
- (f) Construct to completion a paved sidewalk complete with curb and gutter extending from the existing sidewalk terminus on the northwest side of Nita Lake Drive to the community park identified on the Key Plan for the TA17 Zone.
- (7) If the owner satisfies all of the conditions described in subsection (6), the density of development in the TA17 Zone shall be increased as follows:
- (a) A further nine tourist accommodation dwelling units, having a combined gross floor area of no more than 1633 square metres;
  - (b) A further nine residential townhouse dwelling units, having a combined gross floor area of no more than 1633 square metres.

### **Siting / Setbacks**

- (8) The siting of all buildings and structures in the TA17 Zone shall be in accordance with the Key Plan for the TA17 Zone.
- (9) All buildings and structures in the TA17 Zone shall be set back a minimum of 7.6 metres from the boundary of any parcel, except that the minimum set back from a parcel boundary abutting a highway or private road within the TA17 Zone is 6.1 metres and the minimum setback from the parcel line of Strata Plan BCS556 that forms part of the boundary of the TA17 Zone is 20 metres.

### **Height**

- (10) The maximum permitted height of any building or structure is 11 metres.

### **Other regulations**

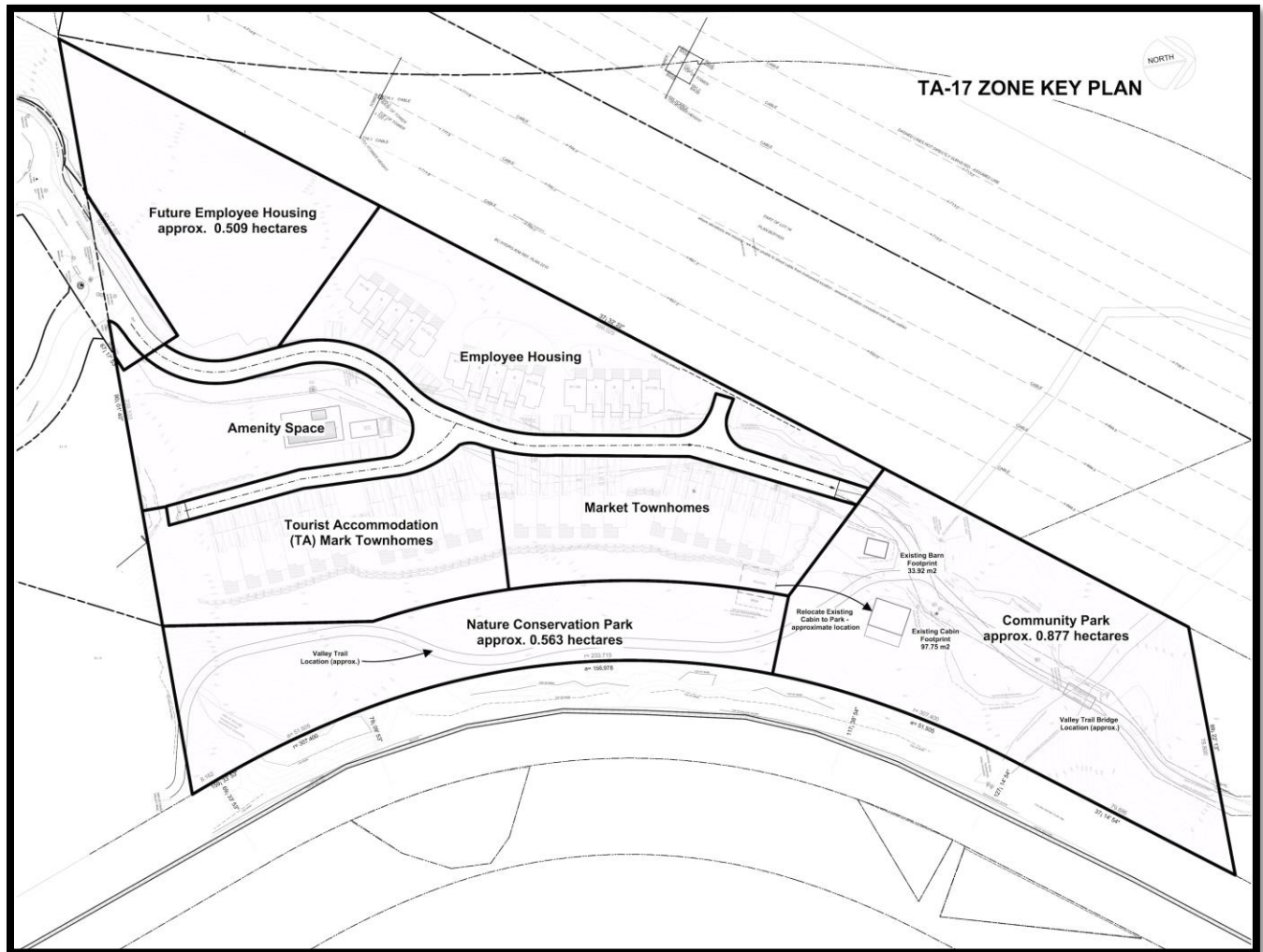
- (11) Despite anything to the contrary in this Bylaw the maximum permitted floor area for auxiliary parking use contained in a principal or auxiliary building or structure is 25 square metres for each employee unit and 35 square metres for each market unit.
- (12) An employee unit shall contain an area not less than 56 square metres.
- (13) One employee unit may be used for a caretaker for the lands.
- (14) An employee unit shall not be used for tourist accommodation and all other uses are prohibited.





## **Key Plan**

(15) Key Plan for the TA17 Zone:



**RESORT MUNICIPALITY OF WHISTLER**

**ZONING AMENDMENT AND LAND USE CONTRACT DISCHARGE BYLAW  
(4700 GLACIER DRIVE) NO. 2322, 2021**

**A BYLAW TO DISCHARGE A LAND USE CONTRACT AND AMEND THE WHISTLER  
ZONING AND PARKING BYLAW NO. 303, 2015**

---

**WHEREAS** Council may, in a zoning bylaw pursuant to Section 479 of the *Local Government Act*, divide all or part of the area of the Municipality into zones, name each zone and establish the boundaries of the zone, regulate the use of land, buildings and structures within the zones, and may, pursuant to section 525 of the *Local Government Act* require the provision of parking spaces and loading spaces for uses, buildings, and structures; and

**WHEREAS** a land use contract may under section 546 of the Local Government Act, may be discharged by bylaw with the agreement of the local government and the owner of any parcel of land that is described in the bylaw as being covered by the discharge; and

**WHEREAS** the owners of the lands legally described as Strata Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, together with an interest in Common Property, Strata Plan VAS2065, District Lot 3903 have agreed in writing to discharge the land use contract charging those lands;

**NOW THEREFORE** the Council of the Resort Municipality of Whistler, in open meeting assembled, **ENACTS AS FOLLOWS:**

1. This Bylaw may be cited for all purposes as “Zoning Amendment and Land Use Contract Discharge Bylaw (4700 Glacier Drive) No. 2322, 2021”.
2. Zoning and Parking Bylaw No. 303, 2015 is amended as follows:
  - (a) Part 7 “Creation and Definition of Zones”, Section 1(1) is amended by adding “RTA29 – Residential/Tourist Accommodation Twenty-Nine” in alphanumerical order; and
  - (b) Part 12 is amended by inserting as Section 54 the RTA29 (Residential/Tourist Accommodation Twenty-Nine) Zone, attached as Schedule “1” to this Bylaw; and
  - (c) The zoning designation of the land shown with the heavy black outline labelled “Subject land” on the plan attached to this Bylaw as Schedule “2”, which land is and more particularly described as Strata Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, together with an interest in Common Property, Strata Plan VAS2065, District Lot 3903, is designated as RTA29 (Residential/Tourist Accommodation Twenty Nine) Zone; and further
  - (d) Part 24 Schedule “A” - Schedule of Zones is amended by adding “RTA29 (Residential/Tourist Accommodation Twenty-Nine)” in alphanumerical order under the “Residential Zones” heading.

3. That certain land use contract registered in the Vancouver Land Title Office under number G2520 including all amendments thereto and any related charges is discharged from the lands described in Section 2(c) and the Corporate Officer shall register a discharge of that land use contract in respect of such lands, together with a certified copy of this bylaw in the Land Title Office in accordance with the *Land Title Act* and Section 546 (7) of the *Local Government Act*.
4. If any section or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the decision shall not affect the validity of the remaining portions of this Bylaw.

GIVEN FIRST AND SECOND READINGS this 20th day of July, 2021.

Pursuant to Section 464 of the *Local Government Act*, a Public Hearing was held this 1<sup>st</sup> day of February, 2022.

GIVEN THIRD READING, as amended, this \_\_\_ day of \_\_\_\_, 2022.

ADOPTED by the Council this \_\_\_ day of \_\_\_\_, 2022.

---

Jack Crompton,  
Mayor

---

Pauline Lysaght,  
Corporate Officer

I HEREBY CERTIFY that this is a true copy  
of "Zoning Amendment and Land Use  
Contract Discharge Bylaw (4700 Glacier  
Drive) No. 2322, 2021".

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**SCHEDULE 1 to ZONING AMENDMENT AND LAND USE CONTRACT DISCHARGE BYLAW**  
**(4700 Glacier Drive) No. 2322, 2021**

**RTA29 Zone (Residential / Tourist Accommodation Twenty-Nine)**

**Intent**

- (1) The intent of this zone is to provide for medium density residential development with units available for tourist accommodation adjacent to major recreation and commercial facilities.

**Permitted Uses**

- (2) The following uses are permitted and all other uses are prohibited:
  - (a) auxiliary buildings and auxiliary uses;
  - (b) duplex dwelling;
  - (c) townhouse; and
- (3) Notwithstanding any other provision in this bylaw, dwelling units in the RTA29 Zone may be used for tourist accommodation during periods when such dwellings are not occupied for residential use.

**Density**

- (4) The maximum permitted gross floor area in the RTA29 Zone is 13,082 square metres or a floor space ratio of 0.42, whichever is less.
- (5) The maximum number of dwelling units in the RTA29 Zone is 44.
- (6) Duplex dwellings in the RTA29 Zone are not eligible for gross floor area exclusion referenced in Part 5, subparagraphs 26 (1)(a)(i) and 26 (1)(a)(ii) of this bylaw.
- (7) For the purpose of measuring the gross floor area of a strata lot:
  - (a) the area of a floor of a portion of a building comprising a strata lot that shares a wall with another strata lot shall be measured to a point that is midway to the outer surfaces of the wall;
  - (b) a strata lot shall be deemed to include any area of limited common property designated on the strata plan for the exclusive use of the owner of the strata lot under the *Strata Property Act*, and any area of common property otherwise designated for such exclusive use whether by lease, easement, or otherwise;

**Height**

- (8) The maximum permitted height of a townhouse is 14 metres.
- (9) The maximum permitted height of a duplex is 14 metres.

**Site Coverage**

- (10) The maximum permitted site coverage is 40 percent.



### **Setbacks**

- (11) The minimum permitted setbacks from all parcel boundaries are shown in the key plan for the RTA29 Zone.

### **Off-Street Parking and Loading**

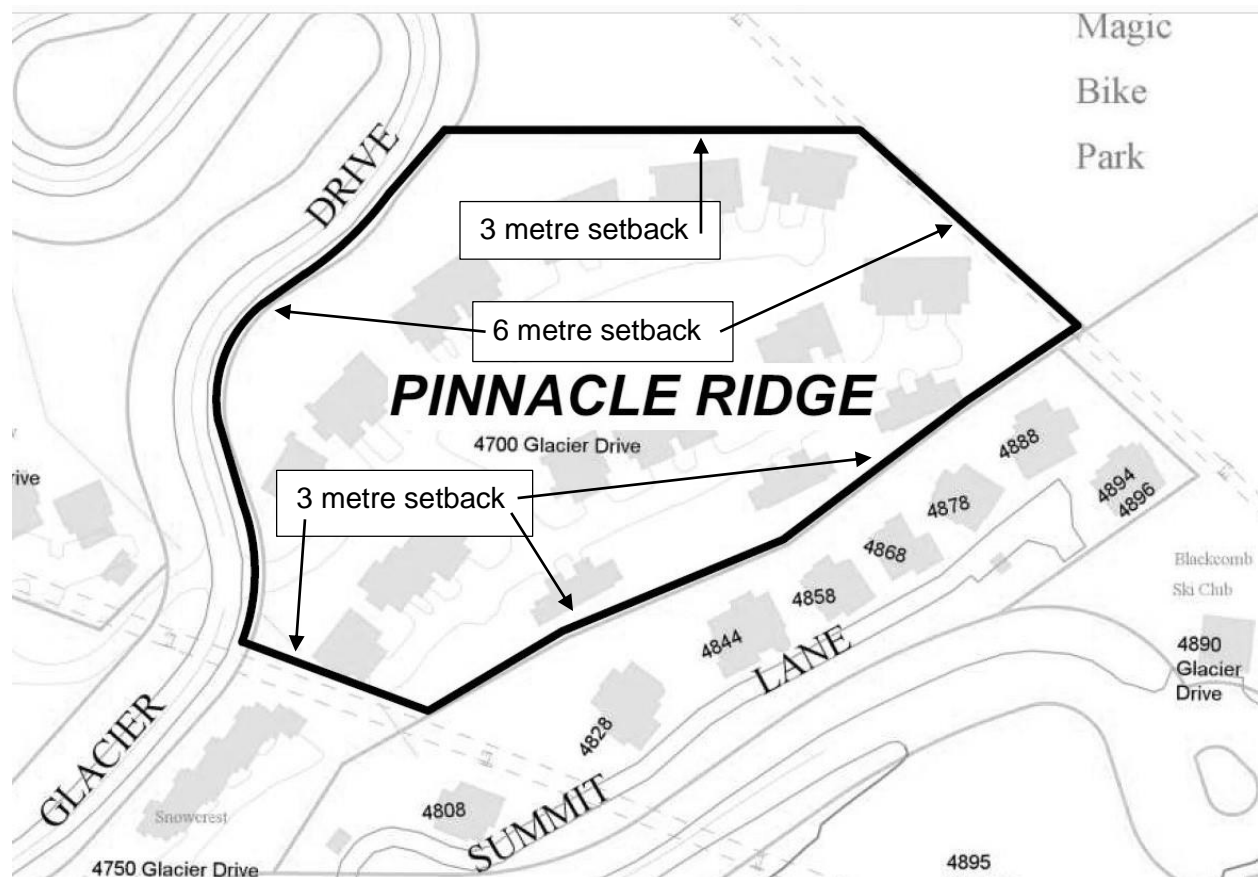
- (12) Off-street parking and loading spaces shall be provided and maintained in accordance with the regulations contained in Part 6 of this bylaw.

### **Other Regulations**

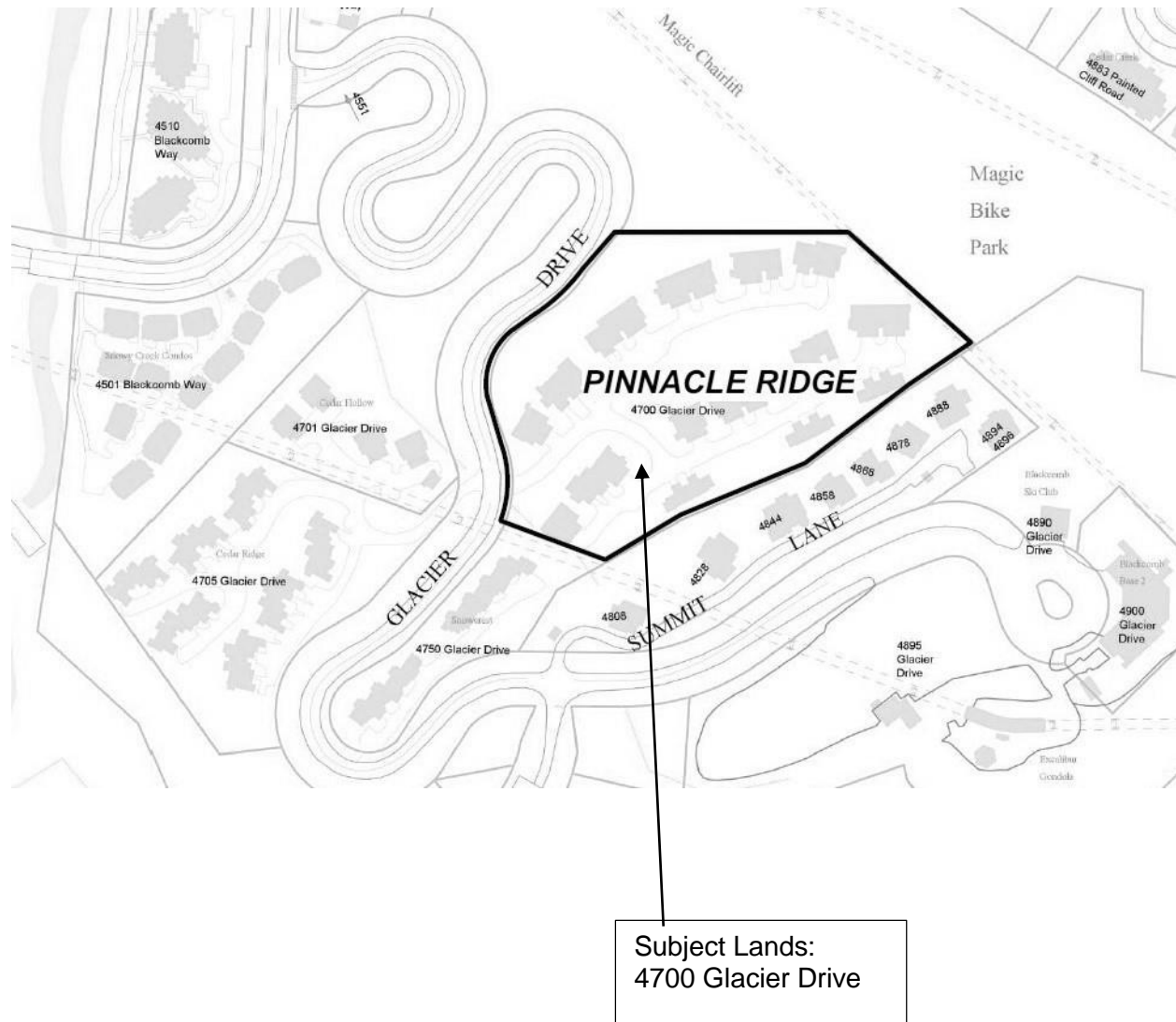
- (13) The minimum permitted separation between buildings is 6 metres.

### **Key Plan**

- (14) Key Plan for the RTA29 Zone:



**SCHEDULE 2 to ZONING AMENDMENT AND LAND USE CONTRACT DISCHARGE BYLAW**  
**(4700 Glacier Drive) No. 2322, 2021**



**RESORT MUNICIPALITY OF WHISTLER  
ZONING AND PARKING AMENDMENT BYLAW NO. 2191, 2018**

**A BYLAW TO AMEND THE WHISTLER ZONING AND PARKING BYLAW NO. 303, 2015**

**WHEREAS** Council may, in a zoning bylaw pursuant to Section 479 of the *Local Government Act*, divide all or part of the area of the Municipality into zones, name each zone and establish the boundaries of the zones, regulate the use of land, buildings and structures within the zones, and require the provision of parking spaces for uses, buildings and structures;

**NOW THEREFORE** the Council of the Resort Municipality of Whistler, in open meeting assembled, **ENACTS AS FOLLOWS:**

1. This Bylaw may be cited for all purposes as "Zoning Amendment Bylaw (Bunbury Lands) No. 2191, 2018".
2. The Land that is the subject of this bylaw is located at 2501, 2505 and 2509 Gondola Way and more particularly described as: PID: 006-984-801, District Lot 2291, Plan 19602, and is referred to in this bylaw as the "Subject Land".
3. Resort Municipality of Whistler Zoning and Parking Bylaw No. 303, 2015 is amended by changing the zoning designation of the Subject Land as follows:
  - 3.1 The area labelled RS1 on the map attached to this bylaw as Schedule A is rezoned from RS-E1 Zone (Residential Single Estate One) to RS1 Zone (Single Family Residential One);
  - 3.2 Both of the areas labelled PAN1 on the map attached to this bylaw as Schedule A are rezoned from RS-E1 (Residential Single Estate One) to PAN 1 Zone (Protected Area Network One Zone).
4. For clarity, the zoning designation of the area labelled RR1 on the map attached to this Bylaw as Schedule A is unaffected by this bylaw and will remain RR1 Zone (Rural Residential One).

GIVEN FIRST AND SECOND READING this 19th day of June, 2018.

Pursuant to Section 464 of the *Local Government Act*, a Public Hearing was held this 10th day of July, 2018.

GIVEN THIRD READING this 14 day of August, 2018.


Approved by the Minister of Transportation and Infrastructure this 28th day of August, 2018.

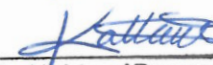
ADOPTED by the Council this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Nancy Wilhelm-Morden,  
Mayor

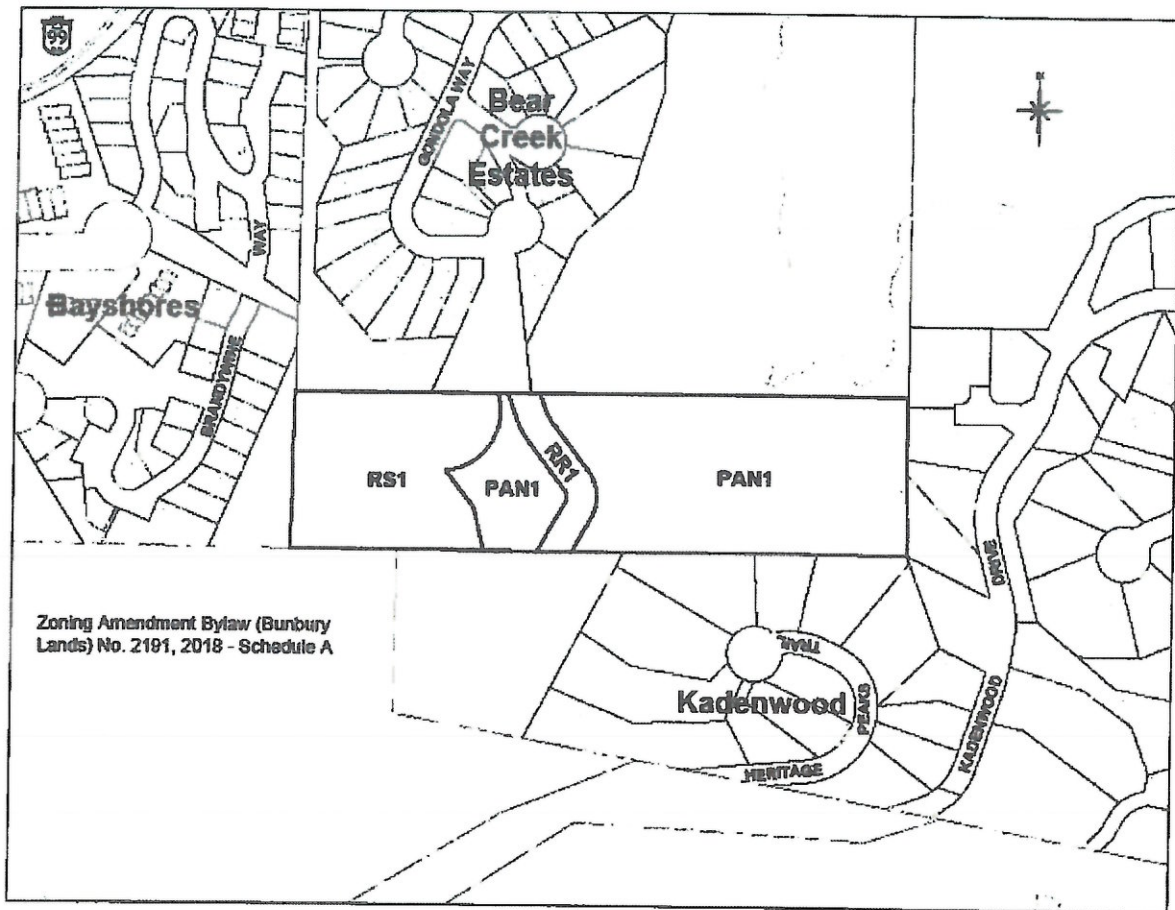
\_\_\_\_\_  
Brooke Browning,  
Municipal Clerk

I HEREBY CERTIFY that this is a true copy of "Zoning Amendment Bylaw (Bunbury Lands) No. 2191, 2018."

  
Wendy Faris,  
Deputy Municipal Clerk

Approved pursuant to section 52(3)(a) of the Transportation Act  
this 28<sup>th</sup> day of August, 20 18  
  
for Minister of Transportation

**Zoning Amendment Bylaw (Bunbury Lands) No. 2191, 2018 – Schedule A**





**RESORT MUNICIPALITY OF WHISTLER**  
**LAND USE CONTRACT TERMINATION BYLAW (BLUEBERRY) NO. 2337, 2021**  
**A BYLAW TO TERMINATE A LAND USE CONTRACT AND AMEND THE RESORT**  
**MUNICIPALITY OF WHISTLER ZONING AND PARKING BYLAW NO. 303, 2015**

---

**WHEREAS** the Council may, by bylaw, terminate a land use contract; and

**WHEREAS** the Council must not adopt a bylaw to terminate a land use contract unless it has adopted a zoning bylaw that will apply to the land on the date the termination bylaw comes into force; and

**WHEREAS** the Council may, in a zoning bylaw pursuant to Section 479 of the *Local Government Act*, divide all or part of the area of the Municipality into zones, name each zone and establish the boundaries of the zone, regulate the use of land, buildings and structures within the zones, and may, pursuant to section 525 of the *Local Government Act* require the provision of parking spaces and loading spaces for uses, buildings, and structures;

**NOW THEREFORE** the Council of the Resort Municipality of Whistler, in open meeting assembled, **ENACTS AS FOLLOWS:**

**CITATION**

1. This Bylaw may be cited for all purposes as "Land Use Contract Termination Bylaw (Blueberry) No. 2337, 2021".

**AMENDMENTS**

2. Zoning and Parking Bylaw No. 303, 2015 (the "Zoning Bylaw") is amended as follows:
  - a) The RTA30 Zone (Residential/Tourist Accommodation Thirty), RTA31 Zone (Residential/Tourist Accommodation Thirty-One), RTA32 Zone (Residential/Tourist Accommodation Thirty-Two) and RTA33 Zone (Residential/Tourist Accommodation Thirty-Three) attached as Schedule 2 to this Bylaw are added to Part 12 of the Zoning Bylaw as sections 55, 56, 57 and 58, immediately following section 54;
  - b) The RTA30 Zone (Residential/Tourist Accommodation Thirty), RTA31 Zone (Residential/Tourist Accommodation Thirty-One), RTA32 Zone (Residential/Tourist Accommodation Thirty-Two) and RTA33 Zone (Residential/Tourist Accommodation Thirty-Three) are added to part 7, section 1, subsection (1) of the Zoning Bylaw under the "R Zones", in continuing alphabetical and numerical order; and
  - c) Schedule A to the Zoning Bylaw is amended by assigning the zone designations shown in the key plan attached as Schedule 1 to this bylaw to every parcel shown in the key plan that each zone appears in and forms part of.

## LAND USE CONTRACT TERMINATION

3. The Land Use Contract registered in the Land Title Office under charge No. G2947, including any registered modifications, is terminated.
4. The Corporate Officer shall notify:
  - a) the Land Title Office in accordance with section 548 of the *Local Government Act*; and
  - b) owners of land in accordance with section 549 of the *Local Government Act*.
5. This Bylaw comes into force one year after the date the bylaw is adopted.
6. If any section or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the decision shall not affect the validity of the remaining portions of this Bylaw.

GIVEN FIRST AND SECOND READINGS this 7th day of December, 2021.

Pursuant to Section 464 of the *Local Government Act*, a Public Hearing was held this 18th day of January, 2022.

GIVEN THIRD READING this 8th day of February, 2022.

Approved by the Minister of Transportation and Infrastructure this 1st day of March, 2022.

ADOPTED by the Council this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Jack Crompton,  
Mayor

\_\_\_\_\_  
Pauline Lysaght,  
Corporate Officer

I HEREBY CERTIFY that this is a true copy of "Land Use Contract Termination Bylaw (Blueberry) No. 2337, 2021".

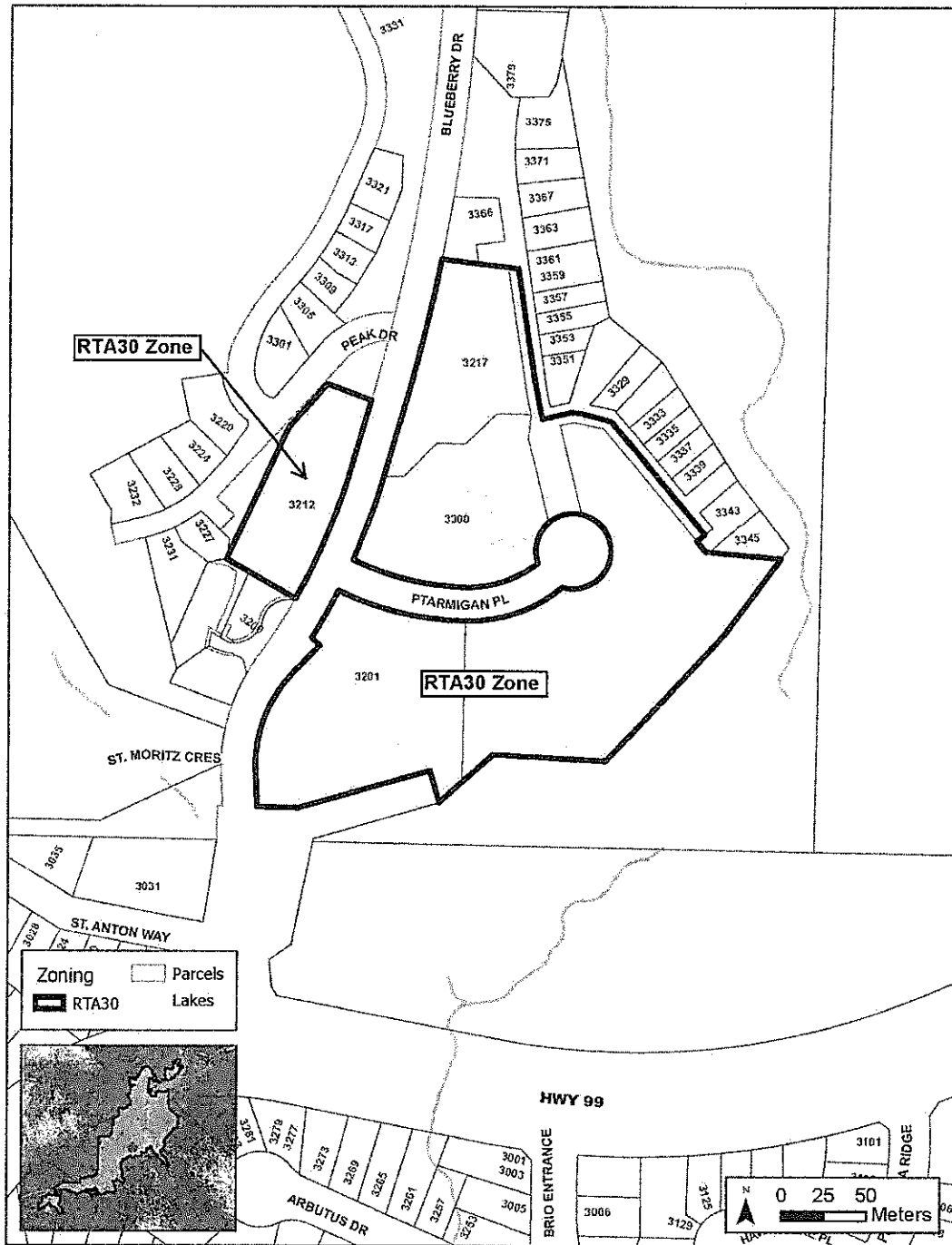
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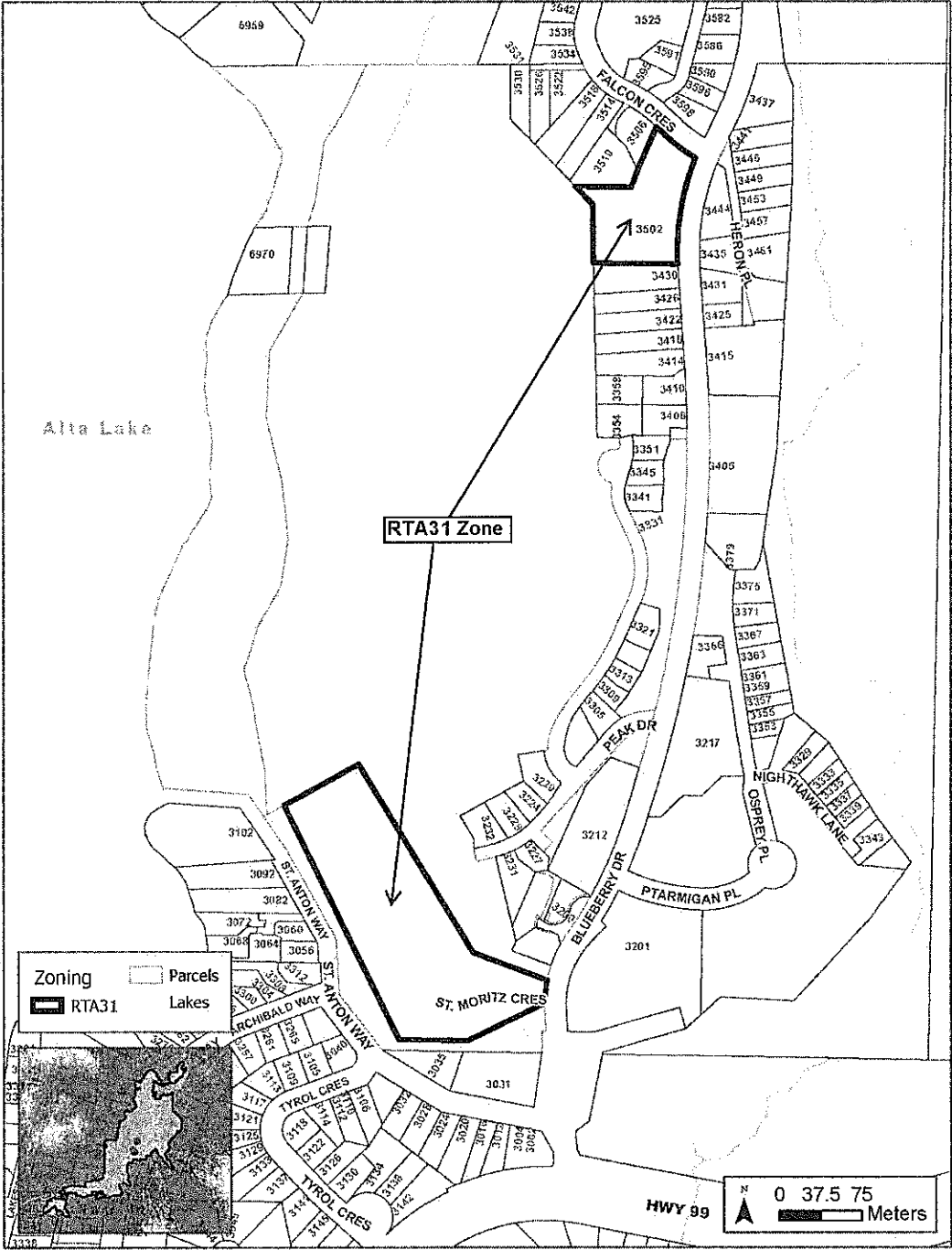
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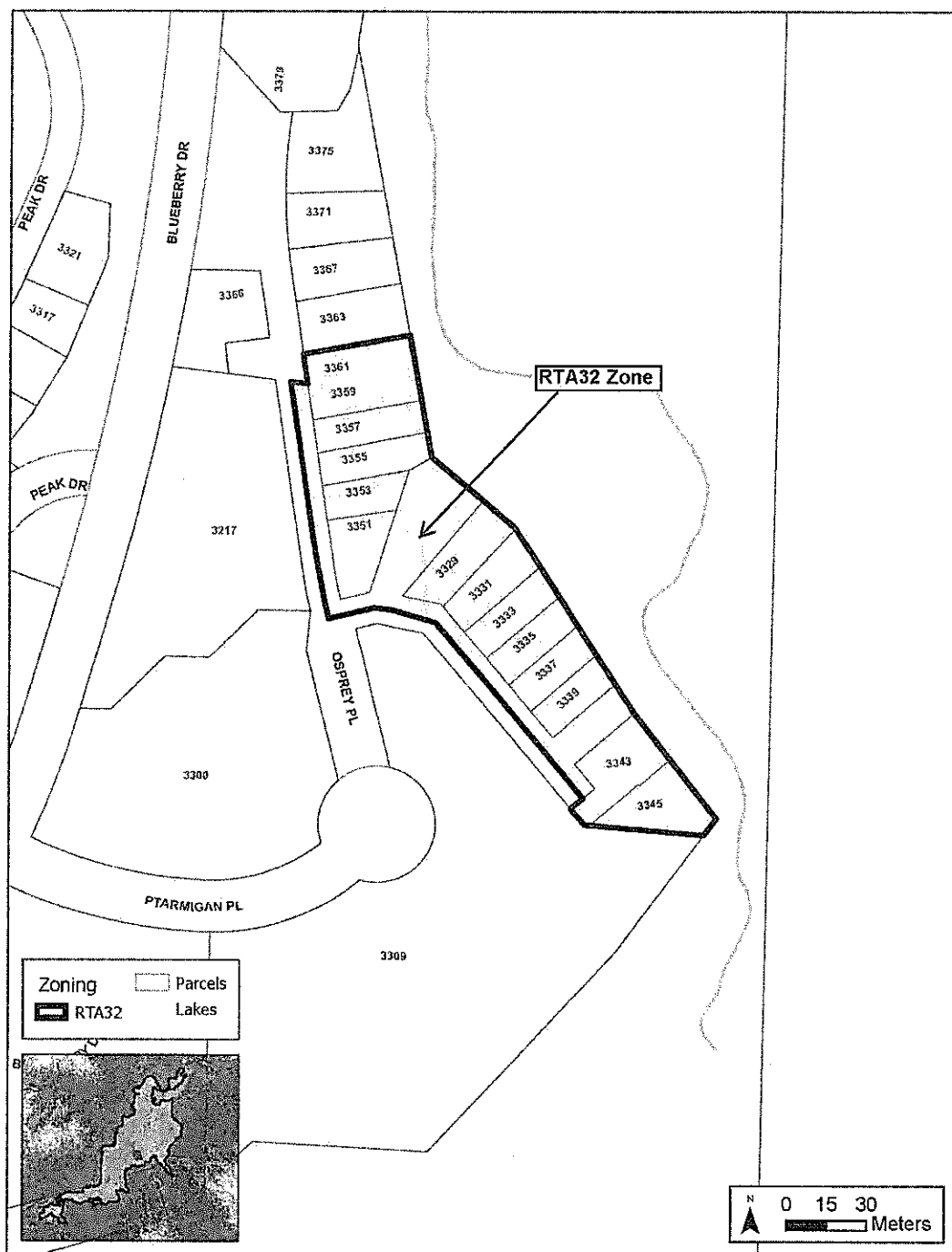
Approved pursuant to section <del>99</del> (4) of the <i>Local Government Act</i>	
this <u>1st</u> day of <u>March</u> , 20 <u>22</u>	
<u>[Signature]</u> for Minister of Transportation	

Approved pursuant to section 52(3)(a) of the <i>Transportation Act</i>	
this <u>1st</u> day of <u>March</u> , 20 <u>22</u>	
<u>[Signature]</u> for Minister of Transportation	

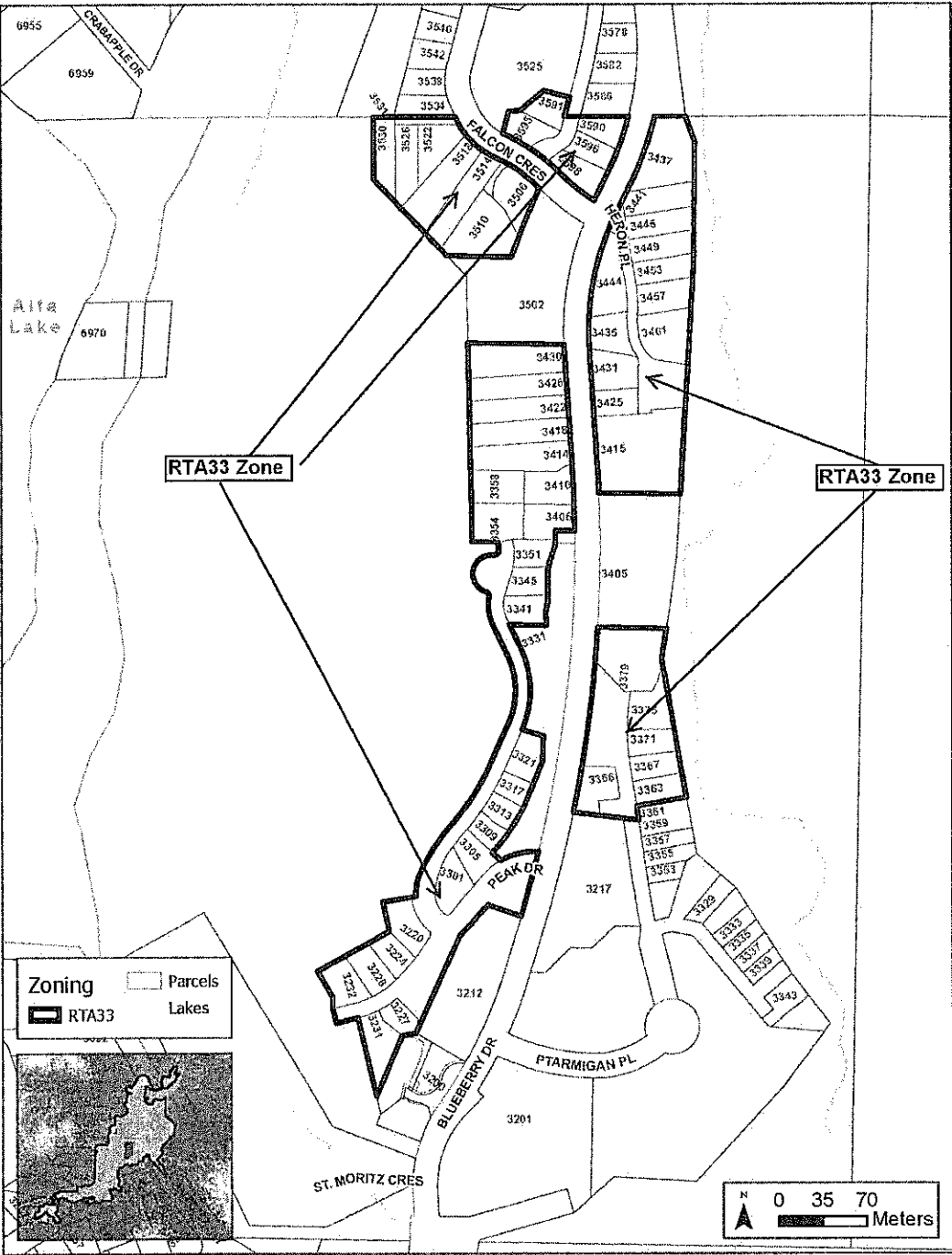
## Schedule 1

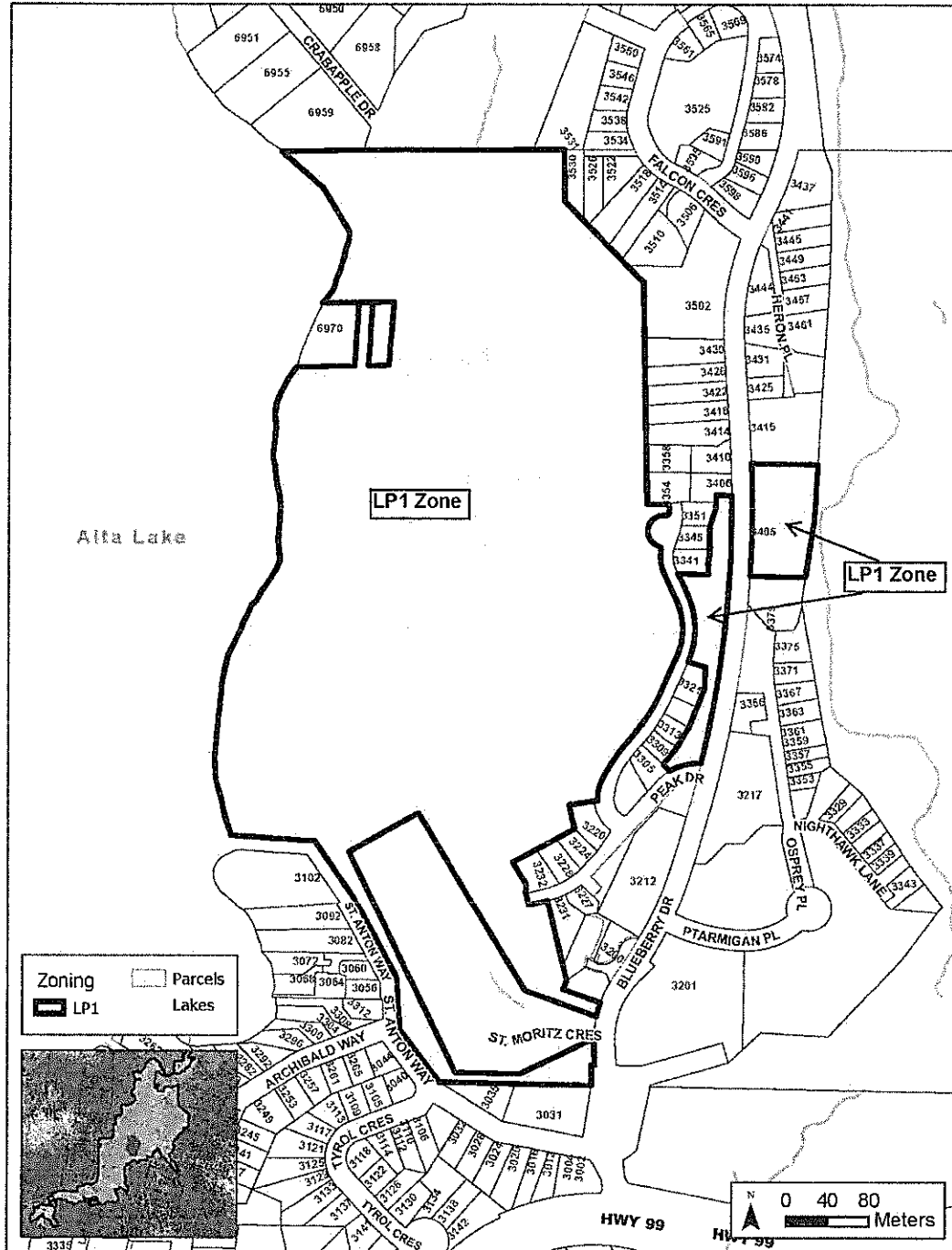


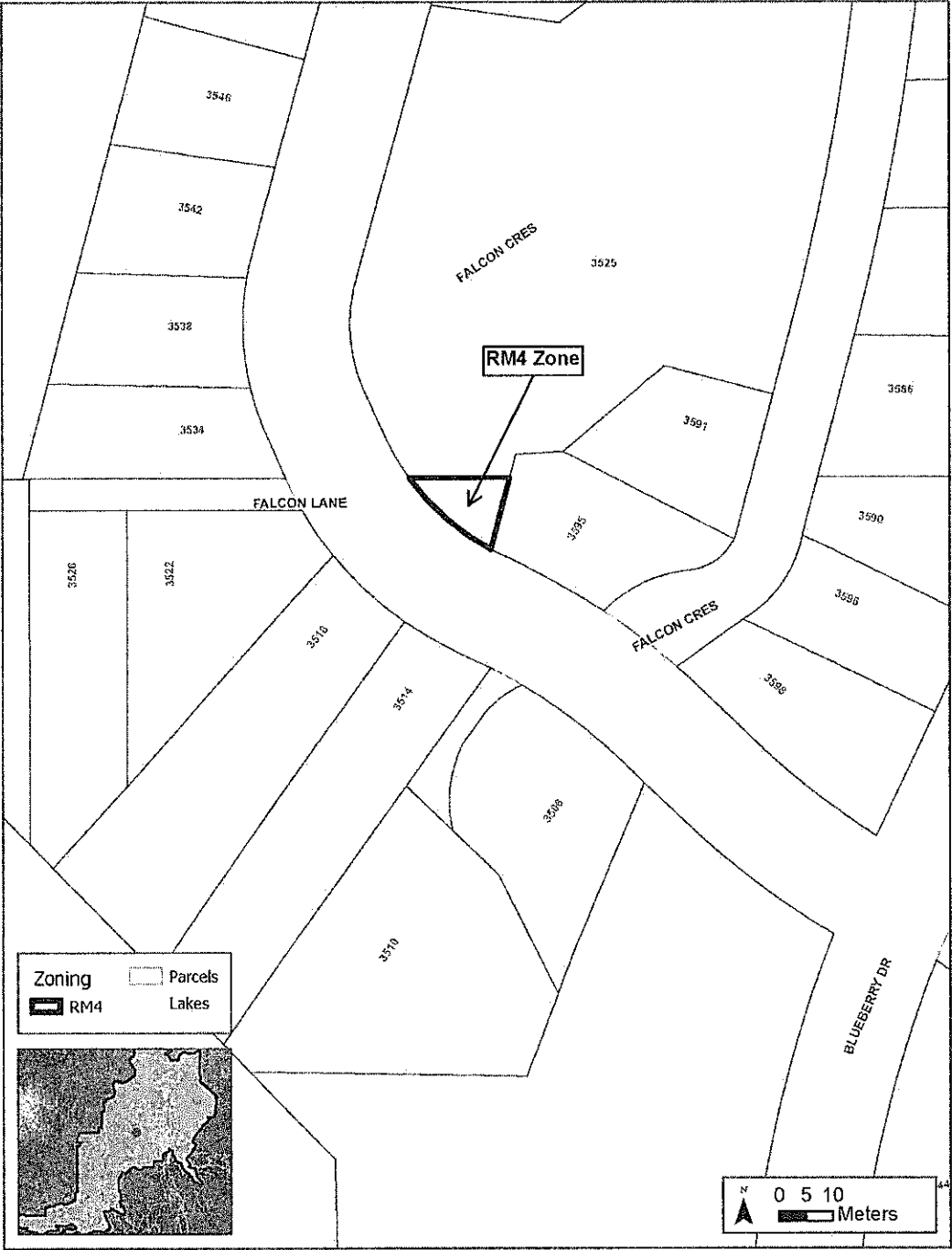


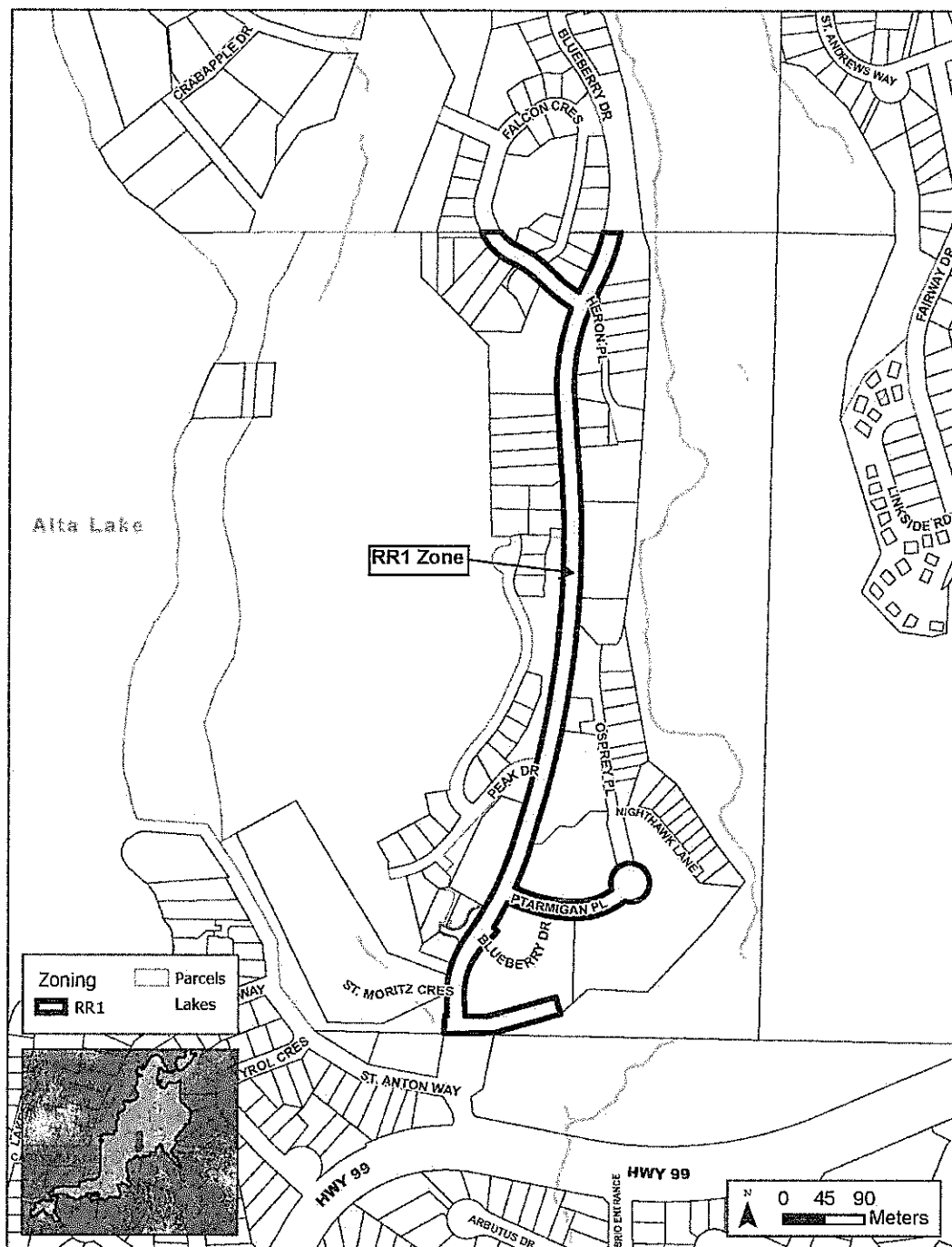












## Schedule 2

### 55. RTA30 Zone (Residential/Tourist Accommodation Thirty)

#### Intent

- (1) The intent of this zone is to provide medium density residential development and tourist accommodation.

#### Permitted Uses

- (2) The following uses are permitted in the RTA30 Zone, and all other uses are prohibited:
- (a) auxiliary buildings and auxiliary uses;
  - (b) apartment;
  - (c) employee housing; and
  - (d) park and playground.
- (3) Notwithstanding any other provision of this Bylaw, Strata Lots 4, 11, 19, 20 and 23 District Lot 4751, Group 1 New Westminster District Strata Plan LMS2614 may only be used for employee housing.
- (4) Notwithstanding any other provision of this Bylaw, apartment dwelling units, other than employee housing, in the RTA30 Zone may be used for temporary accommodation when such dwelling units are not occupied for residential use.

#### Density

- (5) The maximum permitted gross floor area and number of dwellings for each area shown on the Key Plan attached to this RTA30 Zone shall be as shown in the following table:

Key Plan Area	Number of Dwellings	Gross Floor Area (square metres)
A	22	4477
B	37	4526
C	28	3965
D	63	9837
E	33	5077

- (6) Despite subsection (5), if the actual gross floor area of buildings in any Key Plan Area, the construction of which was authorized by a building permit duly authorized by the Municipality prior to December 7, 2021, measured and calculated in accordance with this Bylaw, exceeded the amount specified in subsection (5), such actual gross floor area shall be deemed to be the maximum permitted gross floor area for that Key Plan Area.



- (7) Despite subsection (5), if the actual gross floor area of the buildings in any Key Plan Area, the construction of which was authorized by a building permit duly authorized by the Municipality prior to December 7, 2021, measured and calculated in accordance with this Bylaw, is less than the amount specified in subsection (5), such actual gross floor area shall be deemed to be the maximum permitted gross floor area for that Key Plan Area.
- (8) For the purposes of subsections (6) and (7), the Municipality may require a building permit applicant to provide a report by a British Columbia Land Surveyor, professional engineer licensed to practice in British Columbia or member of the Architectural Institute of B.C., certifying the actual gross floor area of buildings in existence in the zone, as of a date specified in the certification.

### **Height**

- (9) The maximum permitted height and number of storeys for apartment buildings for each area shown on the Key Plan attached to this RTA30 Zone shall be as shown in the following table:

Key Plan Area	Maximum Height (metres)	Maximum Number of Storeys
A	13	4
B, C, D and E	13	3

### **Site Coverage**

- (10) The maximum permitted site coverage for each area shown on the Key Plan attached to this RTA30 Zone shall be as shown in the following table:

Key Plan Area	Maximum Site Coverage
A	30%
B, C, D and E	35%

### **Setbacks**

- (11) The minimum permitted setbacks for each area shown on the Key Plan attached to this RTA30 Zone shall be as shown in the following table:

Key Plan Area	Setback from Parcel Boundary (metres)	Setback between Principal Buildings (metres)
A	7.5	6
B, C, D and E	7.5	4

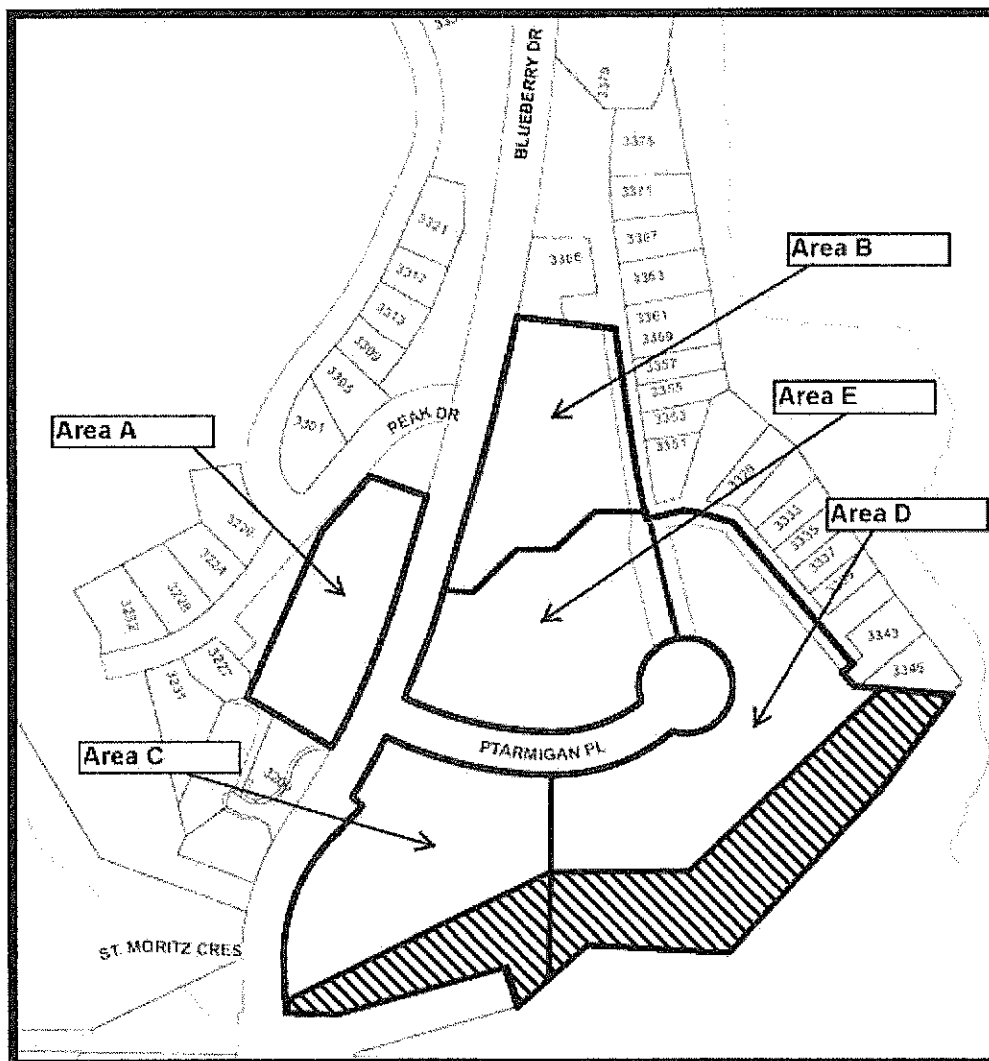
- (12) Notwithstanding the minimum permitted setbacks in section (11), a principal building may be setback a minimum of 3.5 metres from the parcel boundary between areas 'C' and 'D' shown on the Key Plan attached to this RTA30 Zone.

### **Off-Street Parking and Loading**

- (13) Off-street parking and loading spaces shall be provided and maintained in accordance with the regulations contained in Part 6 of this Bylaw.

**Other Regulations**

- (14) The use of employee housing for temporary accommodation is prohibited.
- (15) The areas shown cross hatch on the Key Plan attached to this RTA30 Zone shall be preserved as natural forested landscape for landscape buffering and environmental protection and must not be altered.
- (16) The areas shown cross hatch on the Key Plan attached to this RTA30 Zone are measured to the outermost edge of the boundary line.
- (17) Key Plan for the RTA30 Zone:



**56. RTA31 Zone (Residential/Tourist Accommodation Thirty-One)**

**Intent**

- (1) The intent of this zone is to provide medium density residential development and tourist accommodation.

**Permitted Uses**

- (2) The following uses are permitted in the RTA31 Zone, and all other uses are prohibited:
- (a) auxiliary buildings and auxiliary uses;
  - (b) townhouse; and
  - (c) park and playground.
- (3) Notwithstanding any other provision of this Bylaw, townhouse dwelling units in the RTA31 Zone may be used for temporary accommodation when such dwelling units are not occupied for residential use.

**Density**

- (4) The maximum permitted gross floor area and number of dwellings for each area shown on the Key Plan attached to this RTA31 Zone shall be as shown in the following table:

Key Plan Area	Number of Dwellings	Gross Floor Area (square metres)
A	61	10312
B	11	3720

- (5) Despite subsection (4), if the actual gross floor area of buildings in any Key Plan Area, the construction of which was authorized by a building permit duly authorized by the Municipality prior to December 7, 2021, measured and calculated in accordance with this Bylaw, exceeded the amount specified in subsection (4), such actual gross floor area shall be deemed to be the maximum permitted gross floor area for the Key Plan Area.
- (6) Despite subsection (4), if the actual gross floor area of the buildings in any Key Plan Area, the construction of which was authorized by a building permit duly authorized by the Municipality prior to December 7, 2021, measured and calculated in accordance with this Bylaw, is less than the amount specified in subsection (4), such actual gross floor area shall be deemed to be the maximum permitted gross floor area for that Key Plan Area.
- (7) For the purposes of subsections (5) and (6), the Municipality may require a building permit applicant to provide a report by a British Columbia Land Surveyor, professional engineer licensed to practice in British Columbia or member of the Architectural Institute of B.C., certifying the actual gross floor area of buildings in

existence in the zone, as of a date specified in the certification.

**Height**

- (8) The maximum permitted height of a townhouse building is the lesser of 13 metres or 3 storeys.

**Site Coverage**

- (9) The maximum permitted site coverage for each area shown on the Key Plan attached to this RTA31 Zone shall be as shown in the following table:

Key Plan Area	Maximum Site Coverage
A	45%
B	30%

**Setbacks**

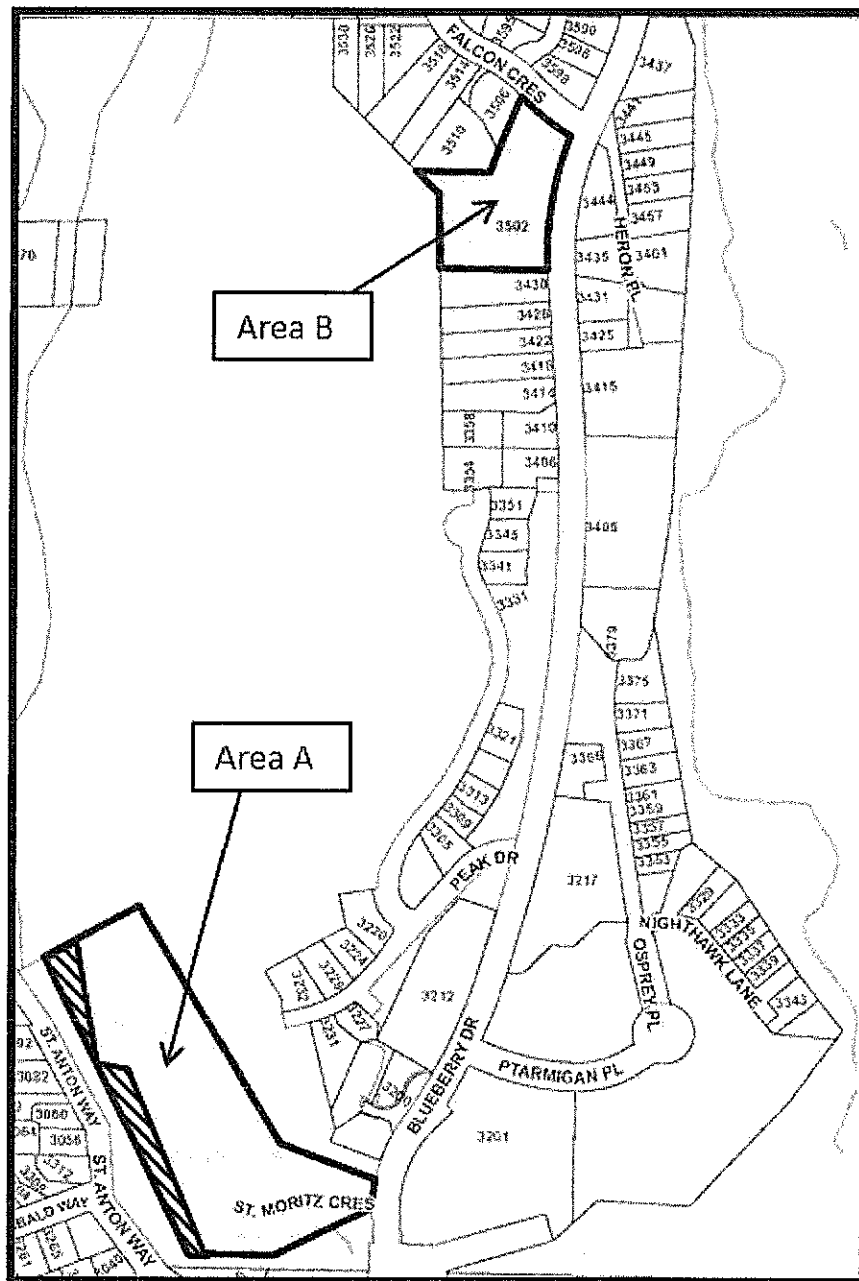
- (10) The minimum permitted setback from a parcel boundary is 7.5 metres.
- (11) The minimum permitted setback between principal buildings is 4 metres.

**Off-Street Parking and Loading**

- (12) Off-street parking and loading spaces shall be provided and maintained in accordance with the regulations contained in Part 6 of this Bylaw.

**Other Regulations**

- (13) The areas shown cross hatch on the Key Plan attached to this RTA31 Zone shall be preserved as natural forested landscape for landscape buffering and environmental protection and must not be altered.
- (14) The areas shown cross hatch on the Key Plan attached to this RTA31 Zone are measured to the outermost edge of the boundary line.
- (15) Key Plan for the RTA31 Zone:





**57. RTA32 Zone (Residential/Tourist Accommodation Thirty-Two)**

**Intent**

- (1) The intent of this zone is to provide low density residential development and tourist accommodation.

**Permitted Uses**

- (2) The following uses are permitted in the RTA32 Zone, and all other uses are prohibited:
- (a) auxiliary buildings and auxiliary uses;
  - (b) duplex dwelling; and
  - (c) park and playground.
- (3) Notwithstanding any other provision of this Bylaw, duplex dwellings in the RTA32 Zone may be used for temporary accommodation when the duplex dwellings are not occupied for residential use.

**Density**

- (4) The maximum permitted gross floor area of a duplex dwelling is 511 square metres or a floor space ratio of 0.35, whichever figure is lower.
- (5) The maximum number of duplex dwellings permitted within the RTA32 Zone is 7.

**Height**

- (6) The maximum permitted height of a duplex dwelling is 7.6 metres.

**Site Dimensions**

- (7) The minimum required parcel area, usable site area and frontage for parcels within the RTA32 Zone are as follows:

Gross Floor Area	Minimum Parcel Area	Minimum Usable Site Area	Minimum Frontage
375 square metres or less	836 square metres	744 square metres	18.2 metres
Greater than 375 square metres	836 square metres	836 square metres	24 metres

**Site Coverage**

- (8) The maximum permitted site coverage is 35 percent.

**Setbacks**

- (9) The minimum permitted front setback is 7.5 metres.
- (10) The minimum permitted side setback is as follows:

Gross Floor Area of a Duplex Dwelling	Distance
375 square metres or less	3 metres
Greater than 375 square metres	6 metres

- (11) The minimum permitted rear setback is 6 metres.

**Off-Street Parking and Loading**

- (12) Off-street parking and loading spaces shall be provided and maintained in accordance with the regulations contained in Part 6 of this Bylaw.

**58. RTA33 Zone (Residential/Tourist Accommodation Thirty-Three)**

**Intent**

- (1) The intent of this zone is to provide low density residential development and tourist accommodation.

**Permitted Uses**

- (2) The following uses are permitted and all other uses are prohibited:
- (a) auxiliary buildings and auxiliary uses;
  - (b) auxiliary residential dwelling unit if contained within a detached dwelling;
  - (c) detached dwelling; and
  - (d) park and playground.
- (3) Notwithstanding any other provision of this Bylaw, dwelling units in the RTA33 Zone may be used for temporary accommodation when such dwelling units are not occupied for residential use.

**Density**

- (4) The maximum permitted gross floor area for each parcel for each area shown on the Key Plan attached to this RTA33 Zone shall be as shown in the following table:

Key Plan Area	Maximum Gross Floor Area for each parcel
A	465 square metres or a floor space ratio of 0.35, whichever figure is lower
B	325 square metres

**Height**

- (5) The maximum permitted height of a detached dwelling is 7.6 metres.

**Site Dimensions**

- (6) The minimum required parcel area, usable site area and frontage are as follows:

Gross Floor Area	Minimum Parcel Area	Minimum Usable Site Area	Minimum Frontage
325 square metres or less	695 square metres	465 square metres	18.2 metres
Greater than 325 square metres	928.6 square metres	575 square metres	24 metres

- (7) Where a detached dwelling is sited on a parcel having a frontage of less than 24

metres, the maximum permitted gross floor area of the dwelling is 325 square metres.

**Site Coverage**

- (8) The maximum permitted site coverage is 35 percent.

**Setbacks**

- (9) The minimum permitted front setback is 7.5 metres.
- (10) The minimum permitted side setback is as follows:

Gross Floor Area of a Dwelling	Distance
325 square metres or less	3 metres
Greater than 325 square metres	6 metres

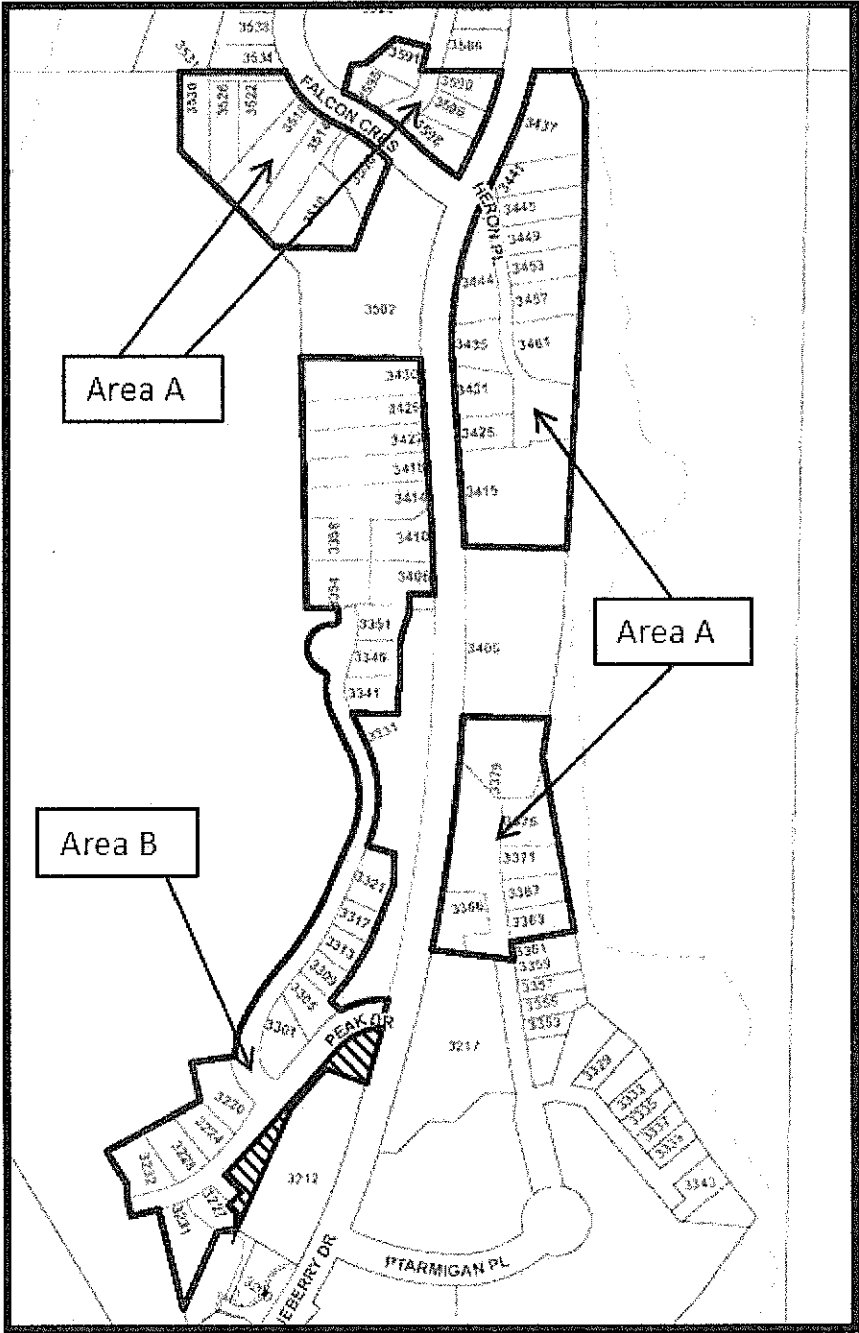
- (11) The minimum permitted rear setback is 6 metres.
- (12) No addition shall be made to a detached dwelling which increases the gross floor area of that dwelling beyond 325 square metres, unless the entire dwelling including the addition is sited within a minimum setback area of six metres on each side of the detached dwelling.

**Off-Street Parking and Loading**

- (13) Off-street parking and loading spaces shall be provided and maintained in accordance with the regulations contained in Part 6 of this Bylaw.

**Other Regulations**

- (14) The areas shown cross hatch on the Key Plan attached to this RTA33 Zone shall be preserved as natural forested landscape for landscape buffering and environmental protection and must not be altered.
- (15) The areas shown cross hatch on the Key Plan attached to this RTA33 Zone are measured to the outermost edge of the boundary line.
- (16) Key Plan for the RTA33 Zone:





February 28, 2022

Honourable Minister Adrian Dix  
Minister of Health  
PO Box 9050 Stn Prov Govt  
Victoria, BC V8W 9E2  
Sent via email: [HLTH.Minister@gov.bc.ca](mailto:HLTH.Minister@gov.bc.ca)

Dear Minister Dix,

At their February 22, 2022 regular meeting, Maple Ridge Council considered the impact that restricted access to health and fitness facilities can have on a person's mental health and sense of well-being, and passed the following resolution:

WHEREAS the City of Maple Ridge recognizes the negative impact on mental health caused by social isolation during the Covid-19 pandemic and the mental and physical benefits of recreation for our citizens;

THEREFORE BE IT RESOLVED that the Mayor request the provincial Minister of Health allow all individuals access to civic recreation facilities paid for and maintained by their tax dollars without restrictions in order to minimize social isolation and promote positive mental health, with a carbon copy to the UBCM and other BC Municipalities.

In April-May 2021 the Province conducted a survey asking British Columbians about the impact COVID- 19 has had on their lives. Of the 394,382 respondents, nearly 47% said they had seen their mental health worsen due to the pandemic.

The programs delivered at our public facilities reduce isolation, promote community pride, increase self-esteem, build connected communities and strengthen family bonds.

Since the onset of COVID-19, the City has supported and followed all public health orders and WorkSafe BC requirements to ensure our civic facilities remain safe. With the recent lifting of many capacity restrictions and the acknowledgement that recreation contributes to ones mental and physical health we ask that public facilities be open to all citizens to allow equal opportunity to recreate.

Sincerely,



Mike Morden  
Mayor

cc: MLA Lisa Beare, Maple Ridge – Pitt Meadows  
MLA Bob D'Eith, Maple Ridge – Mission  
Union of BC Municipalities  
Maple Ridge City Council

**OFFICE OF THE MAYOR**

11995 Haney Place, Maple Ridge, BC V2X 6A9, Canada | Tel: 604-463-5221 | Fax: 604-467-7329 | [mapleridge.ca](http://mapleridge.ca)  
[enquiries@mapleridge.ca](mailto:enquiries@mapleridge.ca)

Doc #3019420

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## Landmark Lighting Request Form

Please complete the form and scan/email to [corporate@whistler.ca](mailto:corporate@whistler.ca) along with your cover letter addressed "To Mayor and Council" with information regarding your campaign or cause.

We will contact you to confirm the status of your request.

<b>Contact Name</b>	Devon Gunderson
<b>Organization</b>	E-Comm 9-1-1
<b>Business Address</b>	3301 E Pender Street
<b>City/Province/Postal Code</b>	Vancouver BC V5K 5J3
<b>Business Phone Number</b>	604-354-4172
<b>Business Email</b>	devon.gunderson@ecomm911.ca
<b>Website Address</b>	www.ecomm911.ca
<b>Brief description of the event associated with your request - 75 words or less</b> <i>(Information here will be used for communications and the sign on the bridge. RMOW will edit copy if necessary.)</i>	The Emergency Service Dispatchers' and 9-1-1 Awareness Week in British Columbia is an annual event and this year it falls on the week of April 10-16, 2022. This week is to recognize all the hard work, commitment and dedication of emergency communications professionals across British Columbia. We are hoping that the City of Whistler will be part of this week and help us recognize our staff by changing the lights of Fitzsimmons Covered Bridge to red and blue. As I'm sure you'll agree, 9-1-1 call takers, dispatchers, technology specialists and support staff commit themselves every day to first responder and public safety, and Emergency Service Dispatchers' and 9-1-1 Awareness Week is an opportunity to recognize and thank them for their hard work and dedication. It is also an opportunity to raise awareness externally about the important role they play in keeping our first responders and communities safe.
<b>Optional: Social Media Campaign Title (include hashtags)</b>	The Emergency Service Dispatchers' and 9-1-1 Awareness Week #911AwarenessWeek #911BC
<b>Landmark Choice</b>	<input type="checkbox"/> <b>Fitzsimmons Covered Bridge</b>
<b>Date of Event</b>	April 14 and 15, 2022
<b>Colour Request</b>	Red and Blue

Signature: \_\_\_\_\_

Date: 2/17/2022

This application does not guarantee that your event lighting request will be approved or your date is available.

## Lucy Wyn-Griffiths

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**From:** Lightitup <lightitup@huntingtonsociety.ca>  
**Sent:** Monday, February 21, 2022 12:49 PM  
**To:** corporate  
**Subject:** Light it Up for Huntington Disease  
**Attachments:** Light It Up 4 HD Info Package 2022.pdf; landmarklightingrequestform.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

CAUTION: This email originated from outside of the RMOW. Do not click links or open attachments unless you verify that the sender is legitimate and know the content is safe.

Hi there,

My name is Ellie and I am a national volunteer with the Huntington Society of Canada (HSC). I am reaching out on behalf of HSC for the annual #LightItUp4HD 2022 campaign to see if you would be willing to help us raise awareness for Huntington disease (HD) this year by lighting up Fitzsimmons Creek Bridge in blue and/or purple for one or more days in May 2022 for HD Awareness Month.

HD is a genetic brain disorder that affects a person's ability to control their movements, recall events, make decisions and control their emotions. HD is often described as having ALS, Parkinson's and Alzheimer's all at the same time. Sites across Canada are helping us raise awareness for HD and Juvenile HD by lighting up in blue and purple, respectively.

This year we want to reach more people so those affected can be better supported. For many years, HD has been kept secret in families because of stigma and discrimination and the #LightItUp4HD campaign is a wonderful opportunity for those with HD to raise awareness, connect and gain support from their communities.

If you are willing and able to light up Fitzsimmons Creek Bridge in blue and/or purple for one or more days in May 2022 to help us raise awareness for HD we would be thrilled. I ask that you kindly let me know either way of your decision to participate in this campaign. I have attached an Information Package with some additional background on HD. I have also included the link below to our Participating Site Information Form.

[Click Here to Complete- Participating Site Information Form](#)

If I can answer any questions or provide additional information, please let me know.

Warm regards,

Ellie

**Ellie Gibbard**  
National Campaign Lead  
[www.huntingtonsociety.ca](http://www.huntingtonsociety.ca)



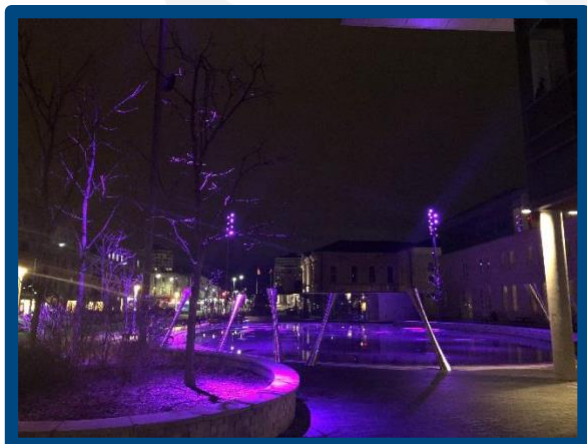




# #LIGHTITUP4HD

## 2022

### Information Package



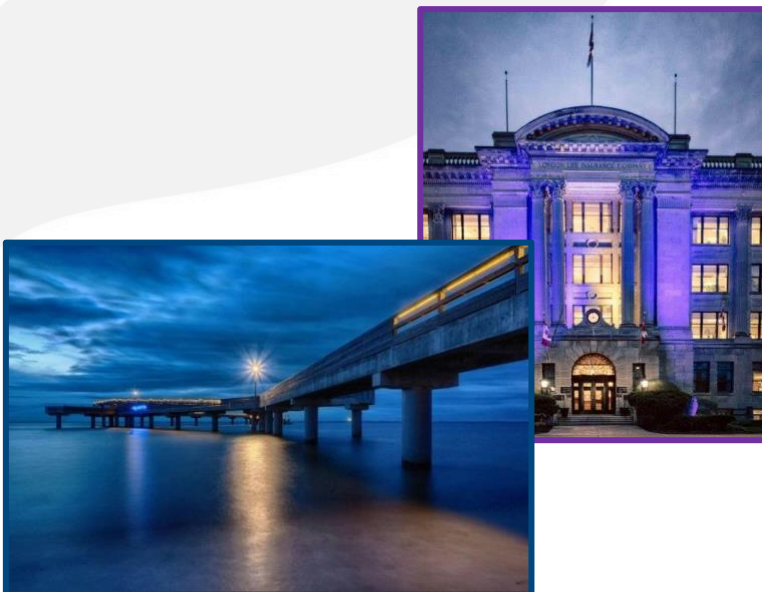


## CONTACT US

The Huntington Society of Canada  
20 Erb St. W.  
Suite 801  
Waterloo, ON N2L 1T2  
[www.huntingtonsociety.ca](http://www.huntingtonsociety.ca)

For all #LightItUp4HD inquiries, please email:  
[mwarwick@huntingtonsociety.ca](mailto:mwarwick@huntingtonsociety.ca)

This package has been designed to assist your organization in promoting the Huntington Society of Canada's **#LightItUp4HD** campaign during **Huntington Disease Awareness Month** in May 2022. Please use this information, as well as the attachment materials, to post on your website or throughout your social media channels.



# What is the Huntington Society of Canada?

The Huntington Society of Canada (HSC) is a not-for-profit charitable organization with the mission to improve the quality of life for those affected by Huntington disease (HD). We will address our mission through:

- Overseeing and facilitating excellent support services
- Providing access to the best and most up-to-date educational resources
- Increasing national and global awareness
- Advocacy
- Investing in promising research.

Our national office is located in Waterloo, ON and we have resource centres servicing every province and territory as well as 27 chapters and active areas across Canada.

## What is Huntington disease?

Huntington disease is a genetic brain disorder with physical, cognitive and emotional symptoms. HD causes cells in parts of the brain to die.. As the brain cells die, a person with Huntington becomes less able to control movements, recall events, make decisions and manage emotions. HD is often described as having ALS, Parkinson's and Alzheimer's disease all at the same time. A child born to a parent with HD has a 50% chance of having the gene mutation that will lead to the progression of Huntington disease. Currently, there is no known cure for HD..

For more information, and to access various programs and resources dedicated to HD, please visit our website at [www.huntingtonsociety.ca](http://www.huntingtonsociety.ca).

## What #LightItUp4HD Means for the Community

For the HD Community, this campaign is about **increasing awareness** for Huntington disease in Canada. The more people understand the disease, the more they can extend support to individuals and families facing HD. The month of May is designated as Huntington Disease Awareness Month.

## Campaign History

In 2015, James W. – a volunteer from the Huntington Society of Canada (HSC) – was instrumental in lighting up the CN Tower to raise the visibility of Juvenile HD (in purple) and HD (in blue) and Huntington Disease Awareness Month, held each May. When the sun set on May 4 that year, **hundreds of thousands of Canadians** saw the CN Tower lit up in purple and blue, and our HD community lit up with pride.

## Purpose and Objectives of the Campaign

We want to see **all provinces #LightItUp4HD** across Canada in May 2022.

Thanks to James' enthusiasm, and at the urging of our HD families and volunteers, we are expanding **#LightItUp4HD** all across Canada by lighting up buildings, monuments and statues during the month of May. Last year, we were joined by international countries including **Spain, Ireland, Germany, the USA, Cyprus** and **Australia**.

For so many years, HD has been kept secret in families, due to stigma and discrimination. The **#LightItUp4HD** campaign is a wonderful opportunity for those with HD to raise awareness, make connections, receive support from their communities, and move forward with pride and dignity.

We have invited our sister organizations from around the world to join in this movement.

Working with our volunteers, we are putting together an impressive list of places that will be lighting up 4 HD in May 2022, **representing every province** and territory in Canada, and we expect the list to continue to grow as enthusiasm spreads for our light up campaign.

Please visit [www.lightitup4hd.com](http://www.lightitup4hd.com) to stay up-to-date on confirmed sites.

To watch a video featuring last year's sites, visit: <https://youtu.be/pirztjb4boA>

## Social Media Content Bank

The following sample social media messages can help get you started. Feel free to customize to suit your organization's voice.

### Facebook:

- May is Huntington Disease Awareness Month. In honour of the month, we will be lighting up **(insert site)** on **(insert date)**. Talk to your neighbours about Huntington disease (HD) and help educate Canadians on what HD is. For more information, visit [www.huntingtonsociety.ca](http://www.huntingtonsociety.ca).
- Ever wondered what Huntington disease is? Watch this powerful video from the Huntington Society of Canada and share to raise awareness during #HDAwarenessMonth this May. Look out for blue and purple lights at (insert site) on (insert date) as we **#LightItUp4HD**

### Twitter:

- May is Huntington disease (HD) awareness month. We're going to #LightItUp4HD on **(insert date)** at **(insert site)**. Learn more about HD at [www.huntingtonsociety.ca](http://www.huntingtonsociety.ca).
- #HDAwarenessMonth is the perfect time to learn about Huntington disease. We're supporting @HuntingtonSC and will #LightItUp4HD on (insert date).
- Join us in celebrating #HDAwarenessMonth with @HuntingtonSC. See us **#LightItUp4HD** at **(insert site)** on **(insert date)**.

Please encourage members of your local community to share on social media and tag any posts/pictures pertaining to the sites with the hashtag: #LightItUp4HD. Tag Huntington Society of Canada on Facebook, Twitter and Instagram!

*Please direct any questions to [mwarwick@huntingtonsociety.ca](mailto:mwarwick@huntingtonsociety.ca).*



## Landmark Lighting Request Form

Please complete the form and scan/email to [corporate@whistler.ca](mailto:corporate@whistler.ca) along with your cover letter addressed "To Mayor and Council" with information regarding your campaign or cause.

We will contact you to confirm the status of your request.

<b>Contact Name</b>	Ellie Gibbard
<b>Organization</b>	Huntington Society of Canada
<b>Business Address</b>	20 Erb St. W., Suite 801,
<b>City/Province/Postal Code</b>	Waterloo, ON, Canada
<b>Business Phone Number</b>	519-749-8491 ext. 126
<b>Business Email</b>	lightitup@huntingtonsociety.ca
<b>Website Address</b>	<a href="https://www.huntingtonsociety.ca/hd-awareness-month/">https://www.huntingtonsociety.ca/hd-awareness-month/</a>
<b>Brief description of the event associated with your request - 75 words or less</b> <i>(Information here will be used for communications and the sign on the bridge. RMOW will edit copy if necessary.)</i>	HD is a genetic brain disorder that affects a person's ability to control their movements, recall events, make decisions and control their emotions. HD is often described as having ALS, Parkinson's and Alzheimer's all at the same time. Sites across Canada are helping us raise awareness for HD and Juvenile HD by lighting up in blue and purple, respectively.
<b>Optional: Social Media Campaign Title (include hashtags)</b>	#LightitUp4HD @huntingtonsocietycanada (instagram)
<b>Landmark Choice</b>	<input checked="" type="checkbox"/> <b>Fitzsimmons Covered Bridge</b>
<b>Date of Event</b>	Month of May, date(s) optional
<b>Colour Request</b>	Blue and/or Purple, codes upon request

Signature: Ellie Gibbard

Date: Feb 21, 2022

This application does not guarantee that your event lighting request will be approved or your date is available.



Good Evening

My name is Trudy Flynn. I am the Chair of the Board of Directors for Fibromyalgia Association Canada.

May 12, 2022 is the 30<sup>th</sup> Anniversary of the recognition of Fibromyalgia Awareness Day by the WHO. I am contacting you, on behalf of Fibromyalgia Association Canada to request to have 50 Absolute World light up in purple on May 12<sup>th</sup> in recognition of the 2 – 4 % of Canadians living with fibromyalgia, many of them in your city and province. Fibromyalgia Association Canada is the National Association for people with fibromyalgia. Our website is [www.fibrocanada.ca](http://www.fibrocanada.ca)

Thank you in advance for any help you can be in advancing this issue.

Trudy Flynn  
Chair of the Board of Directors  
Fibromyalgia Association Canada



## Landmark Lighting Request Form

Please complete the form and scan/email to \_\_\_\_\_ along with your cover letter addressed "To Mayor and Council" with information regarding your campaign or cause. We will contact you to confirm the status of your request.

<b>Contact Name</b>	Trudy Flynn
<b>Organization</b>	Fibromyalgia Association Canada
<b>Business Address</b>	16 Fern Hollow Drive
<b>City/Province/Postal Code</b>	Seabright, Nova Scotia, B3Z 2Z4
<b>Business Phone Number</b>	902-488-8143
<b>Business Email</b>	admin@fibrocanada.ca
<b>Website Address</b>	www.fibrocanada.ca
<b>Brief description of the event associated with your request - 75 words or less</b> <i>(Information here will be used for communications and the sign on the bridge. RMOW will edit copy if necessary.)</i>	May 12, 2022 is the 30th Anniversary of the recognition of Fibromyalgia Awareness Day by the WHO. I am contacting you, on behalf of Fibromyalgia Association Canada to request to have Fitzsimmons Covered Bridge light up in purple on May 12th in recognition of the 2 - 4 % of Canadians living with fibromyalgia, many of them in your city and province. Fibromyalgia Association Canada is the National Association for people with fibromyalgia. Our website is www.fibrocanada.ca
<b>Optional: Social Media Campaign Title (include hashtags)</b>	<a href="https://www.facebook.com/fibrocanada2021">https://www.facebook.com/fibrocanada2021</a> <a href="https://twitter.com/fibrocanada">https://twitter.com/fibrocanada</a> <a href="https://www.instagram.com/fibrocanadafac/">https://www.instagram.com/fibrocanadafac/</a>
<b>Landmark Choice</b>	<input checked="" type="checkbox"/> Fitzsimmons Covered Bridge
<b>Date of Event</b>	May 12, 2022
<b>Colour Request</b>	Purple

Signature: Trudy Flynn  
Date: February 22, 2022

This application does not guarantee that your event lighting request will be approved or your date is available.

## 2022 Light Up Teal 10th Anniversary & Request Letter

### *October 7th, 2022, International Trigeminal Neuralgia Awareness Day*

Members of TNnME (Trigeminal Neuralgia and Me) and The Facial Pain Research Foundation (FPRF) would be thankful for you to join us to celebrate our 10th anniversary!

October 7th, 2022, International Trigeminal Neuralgia Awareness Day.

Our light up teal illumination initiative is to shine light on Trigeminal Neuralgia (TN) and Facial Pain Disorders.

By doing so it will expand awareness, education and create opportunities to fund research for a much-needed cure.

If you are not the main person to make this kind of authorization, could you, please forward this request to the individual that can provide approval.

**First choice date:** 10/7/2022

**Second choice date:** 10/6/2022

**Third date choice:** 10/8/2022

**Date of Special Lighting:** Friday Oct 07, 2022 (We are flexible with dates as we have had approvals from October 1st thru October 13th)

**Colors Requested colors** 1 = Teal Colors 2 = Blue Colors 3 = Light Blue

**Colors Requested:** Teal, RGB #0080 80 128, 128, blue RGB #0000FF 0,0, 255

**2022 Light Up Teal Approvals** are listed on TNnME web site.

All approvals will be mentioned on TNnME websites, social network sites as well as continuous press announcements, newspapers articles, and/or blog posts. You can follow updates and news coverage on **TNnME Media Page**

**Name of Organization:** TNNME (Trigeminal Neuralgia and Me) and the Facial Pain Research Foundation (FPRF) (Non-Profit)

**Contact Person:** Toni Saunders

**Email address:** [tnawareness@gmail.com](mailto:tnawareness@gmail.com)

**Hashtags:** #LightUpTeal4TN #trigeminalneuralgia #FacialPainDisorders #TNTeal

### **Notes to Request and Editors:**

What is Trigeminal Neuralgia?

Definition Trigeminal neuralgia (TN) is a very painful disorder of the portion of the fifth cranial nerve (trigeminal nerve) that supplies sensation to the face. It is characterized by recurrent electric shock-like (paroxysmal) pains in one or more branches of the trigeminal nerve (maxillary, mandibular, and/or ophthalmic branches), each supplying a different portion of the face. Severe facial pain can last from a second to 15 minutes or longer; some individuals may have up to 100 lightning-like bursts of stabbing pain in a day. Although remissions are common, trigeminal neuralgia usually is a long-term condition. It can be triggered by such stimuli as heat or cold, windy hitting the face, chewing, yawning, or talking. Because the sudden, sharp pain causes the individual to wince, the condition is known as Tic Douloureux or painful twitch.



## Landmark Lighting Request Form

Please complete the form and scan/email to [corporate@whistler.ca](mailto:corporate@whistler.ca) along with your cover letter addressed "To Mayor and Council" with information regarding your campaign or cause.

We will contact you to confirm the status of your request.

<b>Contact Name</b>	KATHY SOMERS
<b>Organization</b>	tnnme (Trigeminal neuralgia and me)
<b>Business Address</b>	248 currey cres
<b>City/Province/Postal Code</b>	newmarket ont L3Y 5M9
<b>Business Phone Number</b>	905 853 9849
<b>Business Email</b>	kathleen_somers248@hotmail.com
<b>Website Address</b>	www.tnnme.com
<b>Brief description of the event associated with your request - 75 words or less</b> <i>(Information here will be used for communications and the sign on the bridge. RMOW will edit copy if necessary.)</i>	To bring awareness to others so they can get medical help. To know they are not alone. TN = lonlieness, isolation, unable to speak. We want to bring awarenes to the world that tn is known as one of the worse pains known to mankind.
<b>Optional: Social Media Campaign Title (include hashtags)</b>	#LightUpTeal4TN #trigeminalneuralgia #FacialPainDisorders #TNTeal and the tnnme media sight
<b>Landmark Choice</b>	<input checked="" type="checkbox"/> <b>Fitzsimmons Covered Bridge</b>
<b>Date of Event</b>	October 7th, 2022
<b>Colour Request</b>	teal, or blue

Signature: kathy somers Digitally signed by kathy somers  
Date: 2022.02.25 17:08:47 -05'00'

Date: February 25/2022

This application does not guarantee that your event lighting request will be approved or your date is available.