



REGULAR MEETING OF MUNICIPAL COUNCIL
AGENDA

Tuesday, February 25, 2025, 5:30 p.m.
Franz Wilhelmssen Theatre at Maury Young Arts Centre
4335 Blackcomb Way, Whistler, BC V8E 0X5

1. CALL TO ORDER

2. LAND ACKNOWLEDGEMENT

The Resort Municipality of Whistler is grateful to be on the shared, unceded territory of the Lílwat People, known in their language as Lilwat7úl, 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.

3. ADOPTION OF AGENDA

That Council adopt the Regular Council Meeting agenda of February 25, 2025.

4. ADOPTION OF MINUTES

That Council adopt the Regular Council Meeting minutes of February 4, 2025.

5. PUBLIC COMMENT AND QUESTION PERIOD

6. MAYOR'S REPORT

7. ADMINISTRATIVE REPORTS

7.1 **Water and Sewer Valve and Fitting Replacement Contract Award Report No. 25-008 File No. 5330-14-1003**

A presentation by municipal staff.

That Council award the contract for the Water and Sewer Valve and Fitting Replacement Project in the amount of \$1,420,500 (exclusive of GST) to Drake Excavating (2016) Ltd. in accordance with the letter of recommendation attached as Appendix A to Administrative Report No. 25-008.

7.2 **Small-Scale Multi-Unit Housing Update Zoning Bylaw Amendments and Enforcement and Ticketing Bylaw Amendments for Statutory Declarations Report No. 24-009 File No. 3900-20-2461/2463/2466/2467**

A presentation by municipal staff.

That Council consider giving first, second and third readings to “Zoning Amendment Bylaw (Small-Scale Multi-Unit Housing Updates) No. 2461, 2024”; and

That Council consider giving first, second and third readings to “Zoning Amendment Bylaw (Small-Scale Multi-Unit Housing Accompanying Updates) No. 2463, 2024”; and

That Council consider giving first, second and third readings to “Municipal Ticket Information System Implementation Amendment Bylaw (Statutory Declarations) No. 2466, 2025”; and further

That Council consider giving first, second and third readings to “Bylaw Notice Enforcement Amendment Bylaw (Statutory Declarations) No. 2467, 2025”.

7.3 Cheakamus Crossing Phase 2 – 1600 Mount Fee Road Lot 3 Project Plan Endorsement Report No. 25-010 File No. 3360-20-1194

A presentation by municipal staff.

That Council endorse the Whistler 2020 Development Corp (WDC) Cheakamus Crossing Phase 2, 1600 Mount Fee Road (Lot 3) Project Plan Rev. 1 (Project) attached as Appendix A to Administrative Report No. 25-010 and direct staff to return to a future Regular Council Meeting with an update on the financing strategy, including grant awards; and

That Council direct staff to return to a future Regular Council Meeting with an updated recommendation if Project costs increase by 10 per cent or more before Project initiation; and

That Council endorse a \$5.9M equity contribution to support the Whistler Housing Authority Ltd.’s acquisition of Lot 3, contingent on receiving an updated financing strategy at a future Regular Council Meeting that includes grant awards of at least \$7.2M to complete the required equity; and

That Council direct staff to return to a Regular Council Meeting with the proposed housing agreement bylaw that limits the use of the Lot 3 buildings to rental tenure only and sets maximum rental rates for each unit to ensure long-term affordability, and accompanying amendments to *Council Policy K-01: Employee Rental Housing*, or such other Council policy updates as required, to encompass the townhouse rental framework; and further

That Council direct staff to bring forward an amendment to the “Five-Year Financial Plan (2025 – 2029) Bylaw No. 2465, 2025” to reflect the recommended movement of reserve funds in support of the Project, once grant funding is confirmed.

7.4 Five-Year Financial Plan 2024 - 2028 Amendment Bylaw (EV Chargers and Operations) No. 2472, 2025 Report No. 25-011 File No. 3900-20-2472

A presentation by municipal staff.

That Council consider giving first, second and third readings to the “Five-Year Financial Plan 2024 – 2028 (EV Chargers and Operations) Amendment Bylaw No. 2472, 2025”.

7.5 2025 Fee for Service Funding Recommendations Report No. 25-012 File No. 1850-30-2025

A presentation by municipal staff.

That Council endorse the Resort Municipality of Whistler entering Fee for Service funding (FFS) agreements to set the annual baseline funding amount with the following five organizations for a three-year term from 2025 – 2027:

- Sea to Sky Invasive Species Council up to \$75,705;
- Whistler Animals Galore up to \$124,373;
- Whistler Off-Road Cycling Association up to \$290,925;
- Whistler Museum and Archives Society up to \$224,950; and
- Whistler Arts Council up to \$594,825;

subject to each of the above-named organizations agreeing to the terms and conditions of a FFS agreement substantially in the form attached as Appendix A to Administrative Report No. 25-012.

8. MINUTES OF COMMITTEES

8.1 Accessibility and Inclusion Select Committee

That Council receive the Regular Meeting minutes of the Accessibility and Inclusion Select Committee of October 2, 2024.

8.2 Advisory Design Panel Select Committee

That Council receive the Regular Meeting minutes of the Advisory Design Panel Select Committee of September 18, 2024.

8.3 Climate Action and Environment Select Committee

That Council receive the Regular Meeting minutes of the Climate Action and Environment Select Committee of November 6, 2024.

8.4 Board of Variance

That Council receive the Regular Meeting minutes of the Board of Variance of July 29, 2024.

8.5 Emergency Planning Select Committee

That Council receive the Regular Meeting minutes of the Emergency Planning Select Committee of October 29, 2024.

9. BYLAWS FOR FIRST, SECOND AND THIRD READINGS

9.1 Zoning Amendment Bylaw (Small-Scale Multi-Unit Housing Updates) No. 2461, 2024

That Council give "Zoning Amendment Bylaw (Small-Scale Multi-Unit Housing Updates) No. 2461, 2024" first, second and third readings.

9.2 Zoning Amendment Bylaw (Small-Scale Multi-Unit Housing Accompanying Updates) No. 2463, 2024

That Council give "Zoning Amendment Bylaw (Small-Scale Multi-Unit Housing Accompanying Updates) No. 2463, 2024" first, second and third readings.

9.3 Municipal Ticket Information System Implementation Amendment Bylaw (Statutory Declarations) No. 2466, 2025

That Council give "Municipal Ticket Information System Implementation Amendment Bylaw (Statutory Declarations) No. 2466, 2025" first, second and third readings.

9.4 Bylaw Notice Enforcement Amendment Bylaw (Statutory Declarations) No. 2467, 2025

That Council give "Bylaw Notice Enforcement Amendment Bylaw (Statutory Declarations) No. 2467, 2025" first, second and third readings.

9.5 Five-Year Financial Plan 2024-2028 Amendment Bylaw (EV Chargers and Operations) No. 2472, 2025

That Council give "Five-Year Financial Plan 2024-2028 Amendment Bylaw (EV Chargers and Operations) No. 2472, 2025" first, second and third readings.

10. CORRESPONDENCE

10.1 Emergency Dispatch Services File No. 3009

Correspondence from P. Perras concerning a proposal to implement locally controlled emergency dispatch services.

10.2 Improvements to Cheakamus Bus Stops File No. 3009

Correspondence from F. Soeltl Kitahara regarding concerns and proposed improvements to the Cheakamus Neighbourhood bus stops.

10.3 Allocation of Licensing Fees File No. 3009

Correspondence from P. Woolnough regarding the allocation of licensing fees to the Whistler Animal Galore Society.

10.4 Light-up and Proclamation Requests

a. 80th Anniversary of Victory in Europe Day and the Liberation of the Netherlands File No. 3009.1

Correspondence from N. Wotton, requesting the Fitzsimmons Covered Bridge be lit red and white on May 8, 2025, in support of the 80th Anniversary of Victory in Europe Day and the Liberation of the Netherlands.

b. Global Porphyria Day File No. 3009.1

Correspondence from K. Burns, requesting the Fitzsimmons Covered Bridge be lit purple on May 18, 2025, in support of Global Porphyria Day.

c. National Disability Employment Awareness Month File No. 3009.1

Correspondence from D. Askin, requesting the Fitzsimmons Covered Bridge be lit purple on October 16, 2025, in support of National Disability Employment Awareness Month.

d. Autoimmune Disease Awareness Month File No. 3009.1

Correspondence from A. Woodard, requesting the Fitzsimmons Covered Bridge be lit pink and blue on March 3, 2025, in support of Autoimmune Disease Awareness Month.

e. Irritable Bowel Syndrome Awareness Month File No. 3009.1

Correspondence from A. Seidel, requesting the Fitzsimmons Covered Bridge be lit purple on April 8, 2025, in support of Irritable Bowel Syndrome Awareness Month.

f. World Down Syndrome Day No. 3009.1

Correspondence from T. Preston, requesting the Fitzsimmons Covered Bridge be lit yellow and blue, on March 22, 2025, in support of World Down Syndrome Day.

g. World Parkinson's Day File No. 3009.1

Correspondence from A. Wrobel, requesting the Fitzsimmons Covered Bridge be lit blue on April 11, 2025, in support of World Parkinson's Day.

11. TERMINATION

That Council terminate the Regular Council Meeting of February 25, 2025.



**REGULAR MEETING OF MUNICIPAL COUNCIL
RESORT MUNICIPALITY OF WHISTLER
MINUTES**

Tuesday, February 4, 2025, 5:30 p.m.
Franz Wilhelmson Theatre at Maury Young Arts Centre
4335 Blackcomb Way, Whistler, BC V8E 0X5

PRESENT: Mayor J. Crompton
Councillor Mayor J. Murl
Councillor A. De Jong
Councillor J. Ford
Councillor R. Forsyth
Councillor J. Morden

ABSENT: Councillor C. Jewett

STAFF PRESENT: Chief Administrative Officer, V. Cullen
General Manager of Corporate Services and Public Safety, T. Battiston
General Manager of Climate Action, Planning and Development
Services, D. Mikkelsen
General Manager of Community Engagement and Cultural Services,
K. Elliott
Acting General Manager of Infrastructure Services, C. Roberts
Manager of Resort Parks Planning, M. Pardoe
Manager of Legislative Services/ Corporate Officer, P. Lysaght
Planner, T. Napier
Senior Communications Officer, T. Dukeson
Council Coordinator, P. Mendieta

1. CALL TO ORDER

Mayor J. Crompton called the Meeting to Order.

2. LAND ACKNOWLEDGEMENT

Mayor J. Crompton recognized the Resort Municipality of Whistler is grateful to be on the shared, unceded territory of the Lílwat People, known in their language as Liíwat7úl, and the Squamish People, known in their language as Sḵwxwú7mesh. We respect and commit to a deep consideration of their history, culture, stewardship and voice.

3. ADOPTION OF AGENDA

Moved By Councillor J. Ford

Seconded By Councillor A. De Jong

That Council adopt the Regular Council Meeting agenda of February 4, 2025.

CARRIED

4. ADOPTION OF MINUTES

Moved By Councillor J. Morden

Seconded By Councillor J. Murl

That Council adopt the Regular Council Meeting minutes of January 21, 2025.

CARRIED

5. PUBLIC COMMENT AND QUESTION PERIOD

There were no questions from the public.

6. MAYOR'S REPORT

Mayor and Council provided an update on activities happening within the community.

7. CONSIDERATION OF COMMITTEE OF THE WHOLE RECOMMENDATIONS

7.1 Committee of the Whole - January 21, 2025

Moved By Councillor J. Murl

Seconded By Councillor J. Morden

That Council adopt the Committee of the Whole (COTW) recommendation to endorse the Website Redesign Project plan as described in the COTW Report No. W25-001.

CARRIED

8. ADMINISTRATIVE REPORTS

8.1 RZ001191 - Zoning Amendment Bylaw (5298 Alta Lake Road) No. 2458, 2024 Report No. 25-007 File No. 3900-20-2458

Moved By Councillor A. De Jong

Seconded By Councillor R. Forsyth

That Council consider giving first, second and third readings to "Zoning Amendment Bylaw (5298 Alta Lake Road) No. 2458, 2024".

CARRIED

9. MINUTES OF COMMITTEES

9.1 Housing and Strategy Select Committee

Moved By Councillor J. Ford

Seconded By Councillor R. Forsyth

That Council receive the Regular Meeting minutes of the Housing and Strategy Select Committee of October 15, 2024.

CARRIED

10. BYLAWS FOR FIRST, SECOND AND THIRD READINGS

10.1 Zoning Amendment Bylaw (5298 Alta Lake Road) No. 2458, 2024

Moved By Councillor J. Morden

Seconded By Councillor J. Murl

That Council give "Zoning Amendment Bylaw (5298 Alta Lake Road) No. 2458, 2024" first, second and third readings.

CARRIED

11. CORRESPONDENCE

11.1 Resort Municipality of Whistler 2024 Interim Housing Needs Report File No. 3009

Moved By Councillor J. Ford

Seconded By Councillor R. Forsyth

That Council receive correspondence from J. Wood regarding the Resort Municipality of Whistler's 2024 Interim Housing Needs Administrative Report No. 24-109 and refer it to staff.

CARRIED

11.2 Recognition of the Resort Municipality of Whistler's Lost Lake Nordic Team File No. 3009

Moved By Councillor J. Murl

Seconded By Councillor J. Morden

That Council receive correspondence from D. Wilson acknowledging the Resort Municipality of Whistler's Lost Lake Nordic team for their work in maintaining the Lost Lake Nordic trails.

CARRIED

11.3 Request for Lighting at the Fitzsimmons Bike Park File No. 3009

Moved By Councillor R. Forsyth

Seconded By Councillor A. De Jong

That Council receive correspondence from M. Svajgr regarding the installation of lights at the Fitzsimmons Bike Park.

CARRIED

11.4 Light-up and Proclamation Requests

a. National Dental Hygienists Week Light-Up Request File No. 3009.1

Moved By Councillor J. Morden

Seconded By Councillor J. Murl

That Council receive correspondence from B. Sander, refer it to staff and that the Fitzsimmons Covered Bridge be lit purple on April 4, 2025, in support of National Dental Hygienists Week.

CARRIED

b. World Encephalitis Day Light-Up Request File No. 3009.1

Moved By Councillor R. Forsyth

Seconded By Councillor A. De Jong

That Council receive correspondence from T. Garcia, refer it to staff and that the Fitzsimmons Covered Bridge be lit red on February 22, 2025, in support of World Encephalitis Day.

CARRIED

c. Invictus Games 2025 Light-Up Request File No. 3009.1

Moved By Councillor J. Morden

Seconded By Councillor J. Murl

That Council receive correspondence from C. Vandenberg, refer it to staff and that the Fitzsimmons Covered Bridge be lit yellow from February 8 to 16, 2025, in support of the Invictus Games Vancouver Whistler 2025.

CARRIED

d. World Hemophilia Day Light-Up Request File No. 3009.1

Moved By Councillor J. Ford

Seconded By Councillor A. De Jong

That Council receive correspondence from G. Coicou, refer it to staff and that the Fitzsimmons Covered Bridge be lit red on April 17, 2025, in support of World Hemophilia Day.

CARRIED

e. International Day for the Elimination of Racial Discrimination Light-Up Request and Proclamation File No. 3009.1

Moved By Councillor J. Murl

Seconded By Councillor J. Morden

That Council receive correspondence from C. Stretch, refer it to staff and that the Fitzsimmons Covered Bridge be lit red and white on March 21, 2025, and that this date be proclaimed International Day for the Elimination of Racial Discrimination in Whistler.

CARRIED

12. TERMINATION

Moved By Councillor J. Ford

Seconded By Councillor A. De Jong

That Council terminate the Regular Council Meeting of February 4, 2025, at 6:02 p.m.

CARRIED

Mayor, J. Crompton

Corporate Officer, P. Lysaght

STAFF REPORT TO COUNCIL

PRESENTED: February 25, 2025 **REPORT:** 25-008
FROM: Infrastructure Projects **FILE:** 5330-14-1003
SUBJECT: WATER AND SEWER VALVE AND FITTING REPLACEMENT CONTRACT
AWARD

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 Water and Sewer Valve and Fitting Replacement Project in the amount of \$1,420,500 (exclusive of GST) to Drake Excavating (2016) Ltd. in accordance with the letter of recommendation attached as Appendix A to Administrative Report No. 25-008.

PURPOSE OF REPORT

The purpose of this report is to inform Council of the status of the Water and Sewer Valve and Fitting Replacement Project (Project) and procurement process, and to request approval to proceed with the contract award for the construction work to implement the 2025 scope of the Project in the amount of \$1,420,500 (exclusive of GST).

Information Report Administrative Report (Decision or Direction)

DISCUSSION

Background

Over the past few years, water and sewer valve and fitting replacement projects have taken proactive steps to protect our critical water and sewer infrastructure. In response to both recent and historical failures, the Resort Municipality of Whistler (RMOW) is focused and committed to replacing and upgrading aging valve and fitting clusters in high-priority areas. This ongoing initiative is designed to prevent unexpected service disruptions and reduce the costs associated with emergency repairs due to sudden infrastructure failures.

Our underground infrastructure faces a significant threat from corrosion, particularly from the local soil, which is inherently corrosive, especially to iron fittings. This was highlighted in the [2014 Water Rehabilitation Study](#), which identified the presence of vulnerable, uncoated ferrous fittings in many watermains constructed in the mid-1990s.

Recent observations, outlined in the 2022 to 2024 Fixtures and Fittings Corrosion Observation Reports (Appendix B), have confirmed ongoing concerns regarding both the water distribution and sewer collection systems. The most severe corrosion has been identified on the external surfaces of pipe and fitting restrainers, fasteners and hardware that secure the pipes. Although newer pipes are constructed with corrosion-resistant materials, many older fittings remain vulnerable to deterioration.

By proactively replacing these aging fittings, the RMOW can significantly strengthen the reliability and longevity of our essential water and sewer infrastructure, ensuring continued service. The Project is part of a multi-year initiative to address these concerns throughout the municipality. This year's water portion of the Project focuses on Spruce Grove Way, specifically the west side of Fitzsimmons bridge to Highway 99 and Mons Road from Spruce Grove Way to the Saber Rentals property. This year's sewer force main portion focuses on Blackcomb Way, from the entrance to Montebello through the Nancy Greene Drive intersection and ending approximately 150m down the Valley Trail on the west side of Fitzsimmons Creek. The Project will involve replacing a total of 21 valve and fitting clusters – 13 within the water distribution system and eight within the sewer collections system.

In 2024, a total of 26 valve and fitting clusters were replaced in the Spruce Grove area from Fitzsimmons Road North to the Spruce Grove baseball fields – 12 within the water distribution system and 14 within the sewer collection system. Several of the valve and fitting clusters replaced in 2024 were visibly leaking or in the process of failing when they were replaced, underscoring the importance of this work.

Analysis

The RMOW received three qualified tenders for the Project. The Invitation to Tender was posted to the RMOW bid opportunities page and BC Bid between January 13, 2025 and February 3, 2025.

Following a comprehensive evaluation, staff recommend awarding the contract to Drake Excavating (2016) Ltd. (Drake Excavating). Their competitive bid, demonstrating their understanding of project requirements and market pricing, coupled with their relevant experience and expertise, solidified their suitability for the Project. Results from the bidders are listed in Table 1 – Tenderers’ Submissions.

Table 1 – Tenderers’ Submissions:

TENDERER		TOTAL PRICE (EXCLUDING GST)	VARIANCE TO ENGINEER'S ESTIMATE (%)
1	Drake Excavating	\$1,420,500	-14
2	Matcon Underground Utilities Ltd.	\$1,842,775	+12
3	Coastal Mountain Excavations Ltd.	\$1,883,340	+15
Engineer's Estimate (ISL Engineering and Land Services)		\$ 1,642,375	

POLICY CONSIDERATIONS

Relevant Council Authority/Previous Decisions

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

2023-2026 Strategic Plan

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

Strategic Priorities

- Housing

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

- Climate Action

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

- Community Engagement

Strive to connect locals to each other and to the RMOW

- Smart Tourism

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

- Not Applicable

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

Community Vision and Official Community Plan

The Official Community Plan (OCP) is the RMOW's most important guiding document that sets the community vision and long-term community direction. This section identifies how this report applies to the OCP. The Project directly aligns with key goals and objectives outlined in OCP Chapter 12 – Infrastructure.

Goal 12.1: Safe Drinking Water and Reliable Water Supplies

The Project directly supports Objective 12.1.1 and Policy 12.1.1.1 by proactively replacing aging infrastructure critical to maintaining a reliable and high-quality water supply system. By addressing potential corrosion issues before they lead to failures, the project helps ensure sufficient water quantities and quality that meet or exceed Canadian Drinking Water Guidelines, fulfilling the requirements set by the Local Health Authority.

Goal 12.2: Sustainable and Reliable Sewer Systems

The Project also aligns with Goal 12.2, specifically Objective 12.2.1 and Policies 12.2.1.1 and 12.2.1.4. Replacing susceptible fittings proactively addresses known corrosion concerns within the sewer system. This aligns with the OCP's focus on maintaining reliable sewer infrastructure while minimizing environmental impacts. By preventing potential failures and the need for reactive repairs, the Project contributes to cost-effectiveness and long-term sustainability, supporting Whistler's move towards a sustainable future. Additionally, focusing on proactive maintenance aligns with Policy 12.2.1.4, which prioritizes water conservation and preventative measures over expanding treatment capacity.

The Project demonstrates the RMOW's commitment to upholding the core principles of the OCP by ensuring the safety, reliability, and sustainability of Whistler's essential water and sewer infrastructure.

BUDGET CONSIDERATIONS

The Project utilizes Agresso codes E205-08 for water main upgrades and E320-06 for sewer main upgrades. Refer to Table 2 for a detailed breakdown of the low bid from Drake Excavating and its comparison to the budget. The low bid received came in under the allocated budgets for 2025.

Table 2 – 2025 Estimated Total Project Cost and Total Project Budget

BUDGET CODE NUMBER AND NAME	2025 PROJECT DRAKE EXCAVATING (2016) LTD.	ESTIMATED 2025 PROJECT MANAGEME NT (PM) COST	TOTAL 2025 ESTIMATED PROJECT COST (TENDER PLUS PM)	VARIANCE TENDER TO BUDGET (%)	TOTAL 2025 BUDGET
E20508 Water main repairs	\$ 759,500	\$ 69,645	\$ 829,145	-24	\$ 1,000,000
E32006 Sewer main repairs	\$ 661,000	\$ 69,645	\$ 730,645	-34	\$ 1,000,000
Total	\$1,420,000	\$ 139,290	\$1,559,790	-29	\$ 2,000,000

LÍŁWAT NATION & SQUAMISH NATION CONSIDERATIONS

The RMOW is committed to working with the LÍŁwat 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 planning on unceded territories, as currently managed by the provincial government; achieve mutual objectives; and enable participation in Whistler's resort economy.

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

This report outlines the plan to keep the community informed throughout the Project. We will utilize a multi-pronged approach to ensure the community is aware of Project details and potential impacts:

Social media: Regular updates will be posted on the RMOW's social media channels, providing Project information and timelines.

Project Signs: On-site signage will be displayed at the Project locations, detailing the work being done and estimated durations.

Letters to Impacted Residents: Residents directly affected by construction will receive personalized letters outlining the Project scope and potential disruptions.

REFERENCES

Appendix A – E205-E320 Tender Award Recommendation
Appendix B – 2022-24 Valve and Fitting Corrosion Observations (ISL)

SUMMARY

Staff recommend awarding the \$1,420,500 (excluding GST) Water and Sewer Valve and Fitting Replacement Project to Drake Excavating due to their competitive bid and strong qualifications. The Project aligns with the RMOW's long-term infrastructure plan by addressing the potential corrosion issues and enhancing the reliability of the water distribution and sanitary sewer systems. Replacing 13 water valve and fitting clusters and eight sewer collection valve and fitting clusters will minimize environmental impacts and reduce the risk of potential system failures, ensuring the continued dependability of this critical infrastructure.

SIGN-OFFS

Written by:

Chelsey Roberts,
Manager of Infrastructure Projects

Reviewed by:

James Hallisey,
General Manager of Infrastructure Services

Virgina Cullen,
Chief Administrative Officer



200-39470 Queens Way, Squamish BC V8B 0Z5, T: 604.815.4646

February 5, 2025

Our Reference: 34048

Resort Municipality of Whistler
4325 Blackcomb Way
Whistler, BC V8E 0X5
Submitted via email: croberts@whistler.ca

Attention: Chelsey Roberts

Dear C. Roberts:

Reference: 2025 Sewer and Water Valve and Fitting Repairs – Tender Summary

As you are aware, tenders closed for the above contract on February 3, 2025 at 2:00 p.m. Three completed tenders were received and reviewed by ISL for accuracy. The tender values appear as below:

<u>Contractors:</u>	<u>Tender price (exclusive of GST)</u>
Drake Excavating (2016) Ltd.	\$1,420,500.00
Matcon Underground Utilities Ltd.	\$1,842,775.00
Coastal Mountain Excavations Ltd.	\$1,883,340.00

All the tenders and the values have been checked and are correct arithmetically for the amounts shown above and are in compliance with the Resort Municipality’s Instructions to Tenderers. A variance of -14 percent is shown between the Engineers estimate (\$1,642,375.00) and the lowest qualifying bid.

Based on the above, we consider the low bid to be fair market pricing and therefore, recommend awarding the contract to the low bidder, which in this case is Drake Excavating (2016) Ltd., for the amount of \$1,420,500.00, exclusive of GST.

Should you have any concerns or require additional clarification in this regard, please call.

Sincerely,

Graham Schulz, P.Eng.
Contract Administrator

GS/pdr
Attachment

#101 – 38026 Second Avenue, Squamish, BC V8B 0C3 T: 604.815.4646 F: 604.815.4647

January 13, 2025

Our Reference: 32564

Resort Municipality of Whistler
 4325 Blackcomb Way
 Whistler, BC V8E 0X5

Attention: Chelsey Roberts, Manager, Infrastructure Services

Dear Madam:

Reference: Sewer Valve and Fittings Corrosion – Observations and Recommendations

1.0 Introduction

ISL Engineering and Land Services Ltd. (ISL) was retained by the Resort Municipality of Whistler (RMOW) to provide design, contract and construction management services associated with the 2024 Sewer and Water Valve and Fitting Repairs project. The sewer construction scope involved replacement of valves and fittings on the sanitary sewer system due to age and suspected corrosive attack. Coastal Mountain Excavations Ltd. was awarded the contract to perform the work. All replacements were located on Spruce Grove Way and Fitzsimmons Dike.



Figure 1 – Project Limits

2.0 Inspection

Upon completion of all sanitary sewer valve and fitting replacements, it can be confirmed that corrosion was present in all instances; however, the degree of corrosive attack varied. In general, the corrosion was the most extreme on the split ring restrainers and associated hardware (to the point of failure in several instances). All bends were PVC and therefore there was no corrosive degradation present. Cast iron couplings showed signs of minor surface corrosion and associated stainless hardware had no notable corrosion. Photos 1 to 4 show examples of the findings throughout this project. Further photos can be found in ISL's project completion submission.



Photo 1 - Corroded Restraining Rod (S2-13 45° Bend)



Photo 2 - Corroded Restraining Rod (S2-16 22.5° Bend)



Photo 3 - Corroded Restraining Rod (S2-14 22.5° Bend)



Photo 4 - Corroded Split Ring Restraining Ear (S2-19 22.5° Bend)

3.0 Conclusions/Recommendations

Upon analysis of our observations, it has become evident that the valve and fitting restraints were the primary target of corrosive degradation. The likelihood of future failures of these in certain instances is significant if left unaddressed.

ISL has the following comments/recommendations:

- Continue with valve and fitting replacement program focusing on areas where there have been recent failures and/or areas where extensive corrosion has been noted during excavation.
- Scheduled replacement will likely be more cost effective and less disruptive in comparison with emergency replacement in the unfortunate case of failure.
- When replacing any iron works, replace it with stainless steel where possible and wrap in Denso as per manufacturers specifications with three-part system.

Best regards,



Grant Wilburn, E.I.T.
Project Engineer

Reviewed by:



Graham Schulz, P.Eng.
Manager, Squamish Office/Senior Project Engineer

January 13, 2025

Our Reference: 32564

Resort Municipality of Whistler
4325 Blackcomb Way
Whistler, BC V8E 0X5

Attention: Chelsey Roberts, Manager, Infrastructure Services

Dear Madam:

Reference: Water Valve and Fittings Corrosion – Observations and Recommendations

1.0 Introduction

ISL Engineering and Land Services Ltd. (ISL) was retained by the Resort Municipality of Whistler (RMOW) to provide design, contract and construction management services associated with the 2024 Sewer and Water Valve and Fitting Repairs project. The water construction scope involved replacement of valves and fittings on the water system due to age and suspected corrosive attack. Coastal Mountain Excavations Ltd. was awarded the contract to perform the work. All replacements were located on Spruce Grove Way, Fitzsimmons Road North and Fitzsimmons Dike.

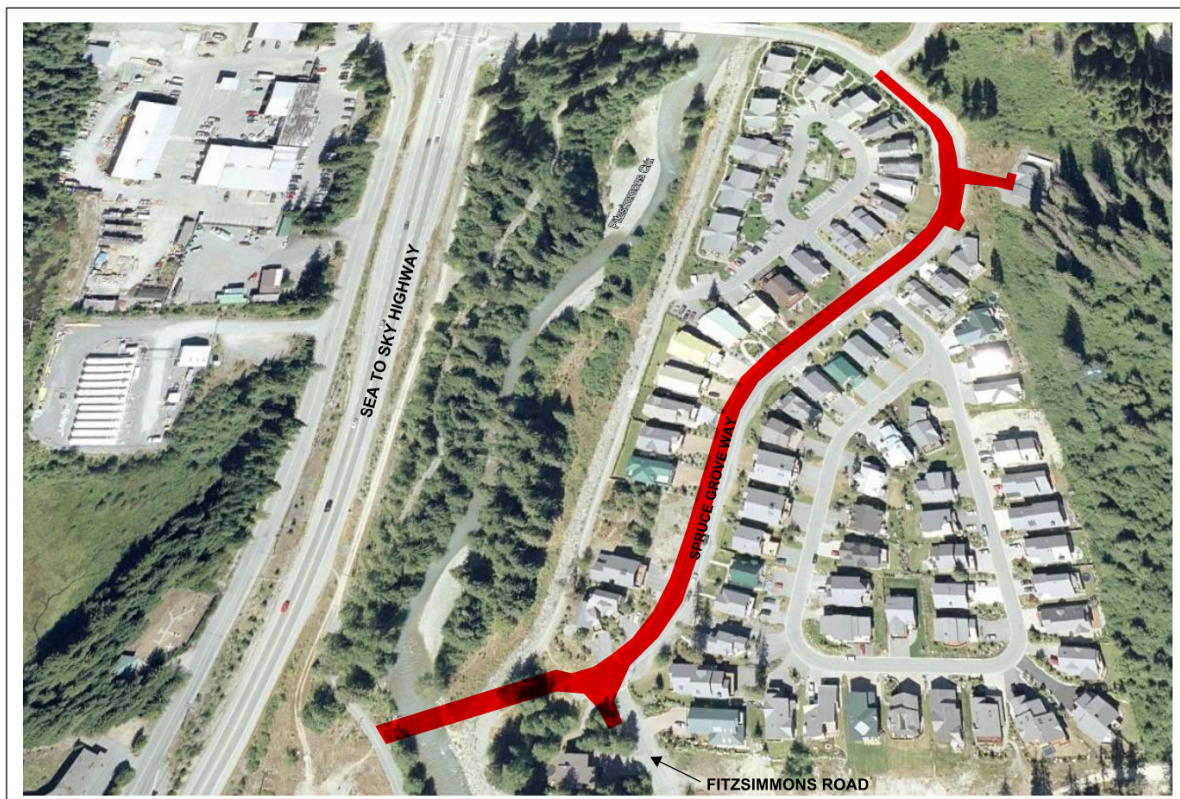


Figure 1 – Project Limits

2.0 Inspection

Upon completion of all water valve and fitting replacements, it can be confirmed that corrosion was present in all instances; however, the degree of corrosive attack varied. In general, the corrosion was the most extreme on the valve and fitting flanged connection hardware and restraining hardware (to the point of failure in several instances). Photos 1 to 4 show examples of the findings throughout this project. Further photos can be found in ISL's project completion submission.



Photo 1 - Corroded Flange Connection Bolt (W4-23 Hydrant Tee)



Photo 2 - Corroded Restraining Rod (W4-23 Hydrant Lead)



Photo 3 - Corroded Restraining Rod (W4-25 Hydrant Tee)



Photo 4 - Corroded Flange Connection Bolts (W4-25 Hydrant Tee)

3.0 Conclusions/Recommendations

Upon analysis of our observations, it has become evident that the restraining hardware and valve/fitting flange connection hardware were the primary target of corrosive degradation. The likelihood of future failures of these in certain instances is significant if left unaddressed.

ISL has the following comments/recommendations:

- Continue with valve and fitting replacement program focusing on areas where there have been recent failures and/or areas where extensive corrosion has been noted during excavation.

- Scheduled replacement will likely be more cost effective and less disruptive in comparison with emergency replacement in the unfortunate case of failure.
- When replacing any iron works, replace it with stainless steel where possible and wrap in Denso as per manufacturers specifications with three-part system.

Best regards,



Grant Wilburn, E.I.T.
Project Engineer

Reviewed by:



Graham Schulz, P.Eng.
Manager, Squamish Office/Senior Project Engineer

February 15, 2024

Our Reference: 32564

Resort Municipality of Whistler
 4325 Blackcomb Way
 Whistler, BC V8E 0X5

Attention: Chelsey Roberts, Capital Projects Manager, Infrastructure Services

Dear Madam:

Reference: Sewer Fittings Corrosion – Observations and Recommendations

1.0 Introduction

ISL Engineering and Land Services Ltd. (ISL) was retained by the Resort Municipality of Whistler (RMOW) to provide design, contract and construction management services associated with the 2023 Valves and Fittings Replacement Project. The construction scope involved replacement of fittings on the sanitary sewer system due to age and suspected corrosive attack. Coastal Mountain Excavations Ltd. was awarded the contract to perform the work. All replacements were located on Northlands Boulevard & Valley Trail paralleling Sea to Sky Highway across from Whistler Cay Drive.

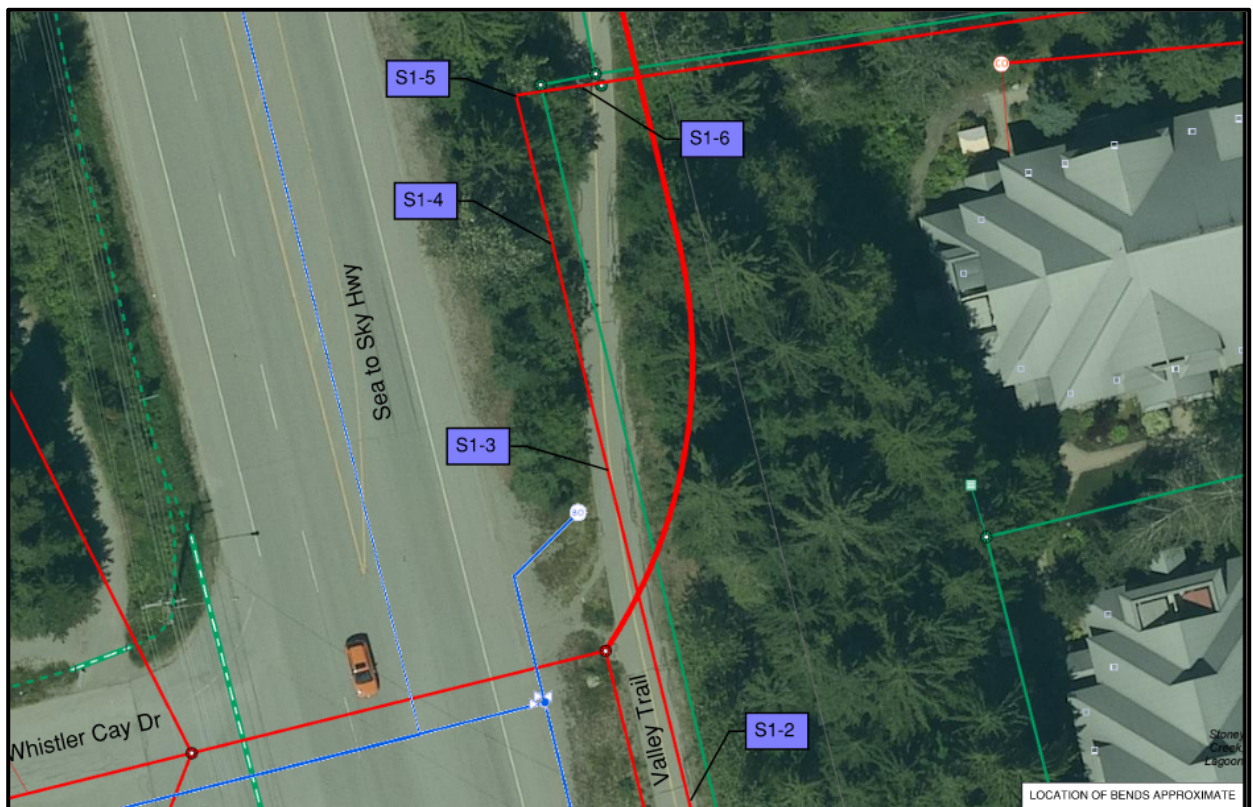


Figure 1 – Project Limits Valley Trail

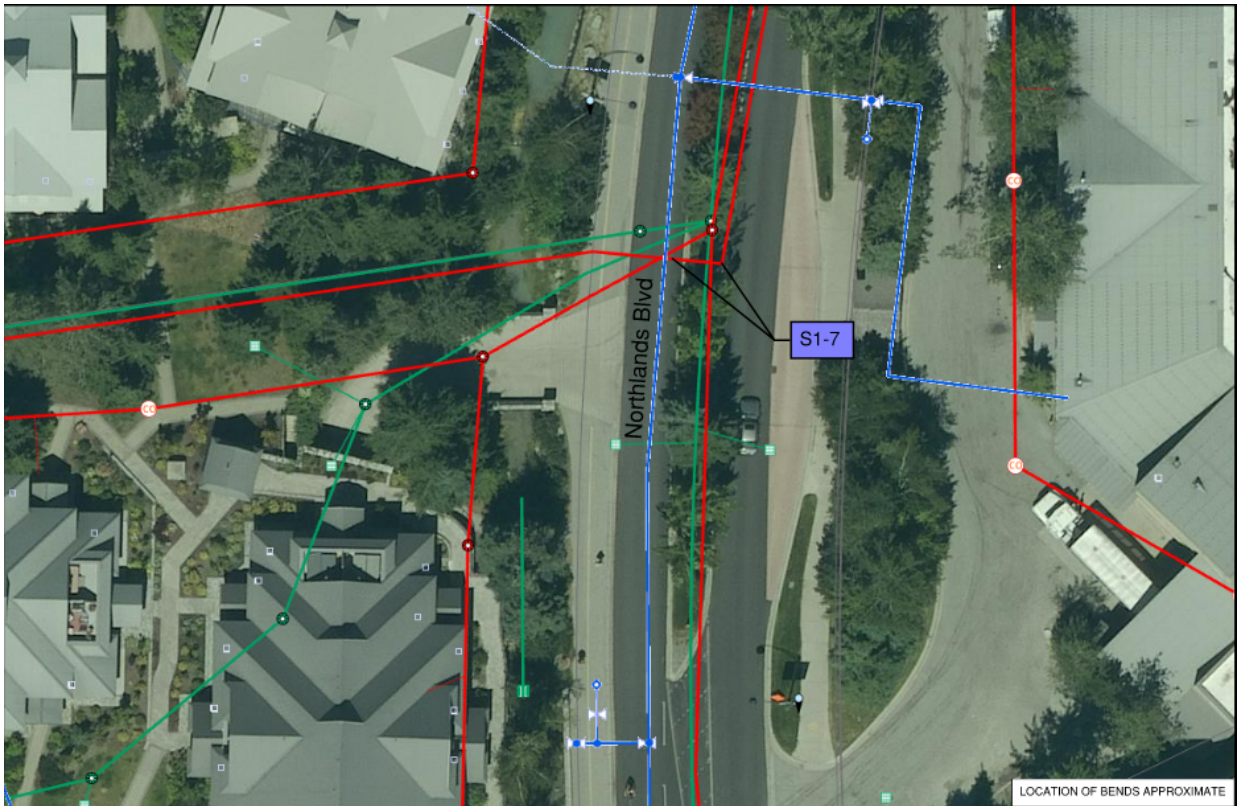


Figure 2 – Project Limits Northlands Boulevard

2.0 Inspection

Upon completion of all sanitary sewer fitting replacements, it can be confirmed that corrosive degradation of fittings and restraining rings was present but not severe. In some cases, encrustation and concrete made it difficult to determine the severity of degradation. The most extensive corrosive degradation was found on the restraining rods (specifically at S1-7 and S1-4). Photos 1 to 4 show examples of the findings throughout this project. Further photos can be found in ISL’s project completion submission.



Photo 1 - Corroded Restraining Rod (S1-7 90° Bend)



Photo 2 – Encrustation and Surface Corrosion (S1-7 90° Bend)



Photo 3 - Corroded Restraining Rod (S1-4 11.25° Bend)



Photo 4 - Encrustation and Surface Corrosion (S1-6 11.25° Bend)

3.0 Conclusions/Recommendations

Upon analysis of our observations, it has become evident that the fitting restraining rods were the primary target of corrosive degradation. The likelihood of future failure of these rods in certain instances is significant if left unaddressed. Fittings themselves and restraining rings appeared to have less severe corrosive degradation.

ISL has the following comments/recommendations:

- Continue with fittings replacement program focusing on areas where there have been recent failures and/or areas that extensive corrosion has been noted during excavation.
- Scheduled replacement will likely be more cost effective and less disruptive in comparison with emergency replacement in the unfortunate case of failure.
- When replacing any iron works wrapping in Denso as per manufacturers specifications with the three-part system is imperative.
- Look into other methods of corrosion control available.

Best regards,



Grant Wilburn, E.I.T.
Project Engineer

Reviewed by:



Graham Schulz, P.Eng.
Manager, Squamish Office/Senior Project Engineer

February 15, 2024

Our Reference: 32683

Resort Municipality of Whistler
4325 Blackcomb Way
Whistler, BC V8E 0X5

Attention: Chelsey Roberts, Capital Projects Manager, Infrastructure Services

Dear Madam:

Reference: Water Valve & Fittings Corrosion – Observations and Recommendations

1.0 Introduction

ISL Engineering and Land Services Ltd. (ISL) was retained by the Resort Municipality of Whistler (RMOW) to provide design, contract and construction management services associated with the 2023 Valves and Fittings Replacement Project. The construction scope involved replacement of valves and fittings on the water system due to age and suspected corrosive attack. Coastal Mountain Excavations Ltd. was awarded the contract to perform the work. All replacements were on Northlands Boulevard and the private trail behind Granite Court Condos (4405 Blackcomb Way).



Figure 1 – Project Limits

2.0 Inspection

Upon completion of all water valve and fitting replacements, it can be confirmed that corrosive degradation of valves, fittings and restraints was present but not severe. In some cases, encrustation made it difficult to determine the severity of degradation. Bonnet bolts on all valves were in good condition with no observed corrosive degradation.

Photos 1 to 4 show examples of findings throughout this project. Further photos can be found in ISL's project completion submission.



Photo 1 – Minor Surface Corrosion on Restraining Ring W1-17



Photo 2 – Minor Surface Corrosion Hydrant Valve W1-18



Photo 3 – W1-D Cross and Valves



Photo 4 – W1-D Valve Bonnet Bolts

3.0 Conclusions/Recommendations

Upon analysis of our observations, it has become evident that there was corrosive degradation on valves, fittings, and restraints; however, the degradation was not severe.

ISL has the following comments/recommendations:

- Continue with fittings replacement program focusing on areas where there have been recent failures and/or areas that extensive corrosion has been noted during excavation.
- When replacing any iron works wrapping in Denso as per manufacturers specifications with the three-part system is imperative.
- Look into other methods of corrosion control available.

Best regards,



Grant Wilburn, E.I.T.
Project Engineer

Reviewed by:



Graham Schulz, P.Eng.
Manager, Squamish Office/Senior Project Engineer

#101 – 38026 Second Avenue, Squamish, BC V8B 0C3 T: 604.815.4646 F: 604.815.4647

January 13, 2023

Our Reference: 32564

Resort Municipality of Whistler
 4325 Blackcomb Way
 Whistler, BC V8E 0X5

Attention: Chelsey Roberts, Capital Projects Manager, Infrastructure Services

Dear Madam:

Reference: Sewer Fixture & Fittings Corrosion – Observations and Recommendations

1.0 Introduction

ISL Engineering and Land Services Ltd. (ISL) was retained by the Resort Municipality of Whistler (RMOW) to provide design, contract and construction management services associated with the 2022 valves and fittings replacement project. The construction scope involved replacement of valves and fittings on the sanitary sewer system due to age and suspected corrosive attack. Drake Excavating Ltd. was awarded the contract to perform the work. All replacements were located on Northlands Boulevard & Blackcomb Way North or Lorimer Rd, and on the trail behind 4405 Blackcomb Way.

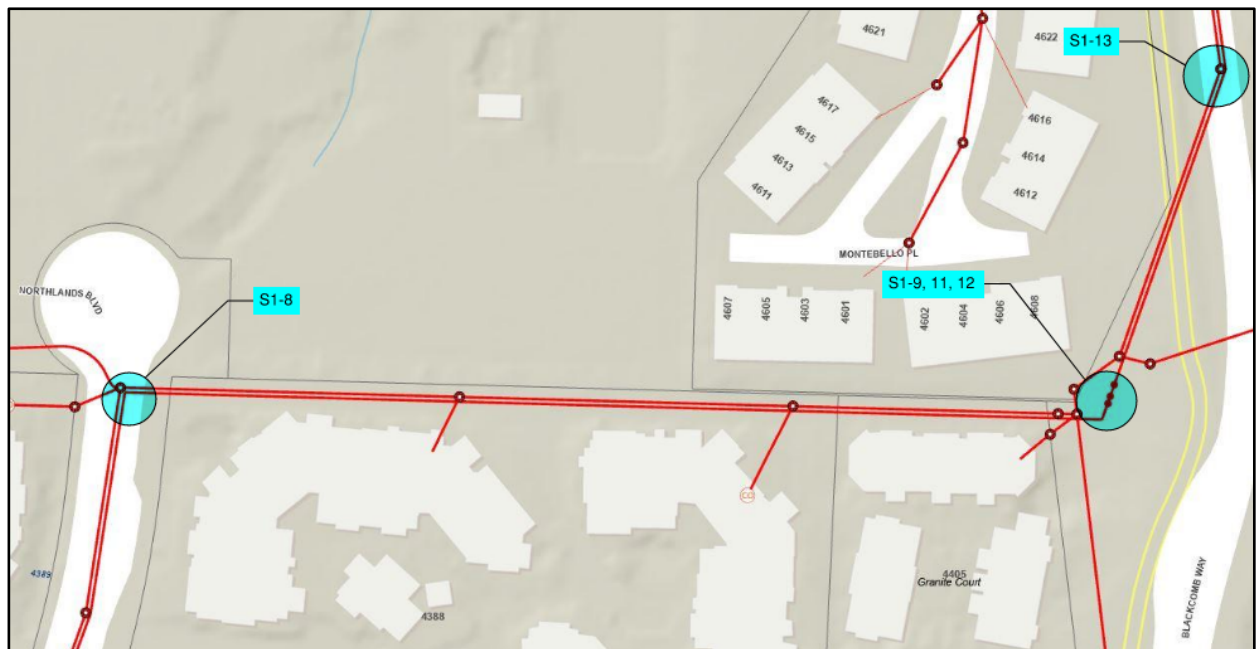


Figure 1 – Project Limits

2.0 Inspection

Upon completion of all sanitary sewer valve and fitting replacements, it can be confirmed that corrosion was present in all instances; however, the degree of corrosive attack varied. In general, the corrosion was the most extreme on the restraining rings and rods (to the point of near failure in some instances).

Photos 1 to 4 show examples of corrosion found throughout this project. Further photos can be found in ISL's project completion submission.



Photo 1 - Corroded Restraining Rod.



Photo 2 - Corroded 90° Bend Restraining Ear.



Photo 3 - Corroded Restraining Ring Ear.



Photo 4 - Corroded Restraining Ring Ear.

3.0 Conclusions/Recommendations

After review of our observations and findings it appears that corrosion was the worst in cases where there was heavy groundwater present in the trench. It was also noted that the restraining rings and rods were most subject to corrosive attack. Valves and the fittings themselves complete with hardware appeared to be less affected however corrosion was observed on these items and if left in place future failure of these fittings is considered likely.

ISL has the following comments/recommendations:

- Continue with fittings replacement program focusing on areas where there have been recent failures and/or areas that extensive corrosion has been noted during excavation.
- Scheduled replacement will likely be more cost effective and less disruptive in comparison with emergency replacement in the unfortunate case of failure.
- When replacing any iron works wrapping in Denso as per manufacturers specifications with the three-part system is imperative.
- Look into other methods of corrosion control available.

Best regards,



Grant Wilburn, E.I.T.
Project Engineer

Reviewed by:



Graham Schulz, P.Eng.
Manager, Squamish Office/Senior Project Engineer

January 13, 2023

Our Reference: 32683

Resort Municipality of Whistler
4325 Blackcomb Way
Whistler, BC V8E 0X5

Attention: Chelsey Roberts, Capital Projects Manager, Infrastructure Services

Dear Madam:

Reference: Water Fixture & Fittings Corrosion – Observations and Recommendations

1.0 Introduction

ISL Engineering and Land Services Ltd. (ISL) was retained by the Resort Municipality of Whistler (RMOW) to provide design, contract and construction management services associated with the 2022 valves and fittings replacement project. The construction scope involved replacement of valves and fittings on the water sewer system due to age and suspected corrosive attack. Drake Excavating Ltd. was awarded the contract to perform the work. All replacements were on Northlands Boulevard north of Lorimer Road.

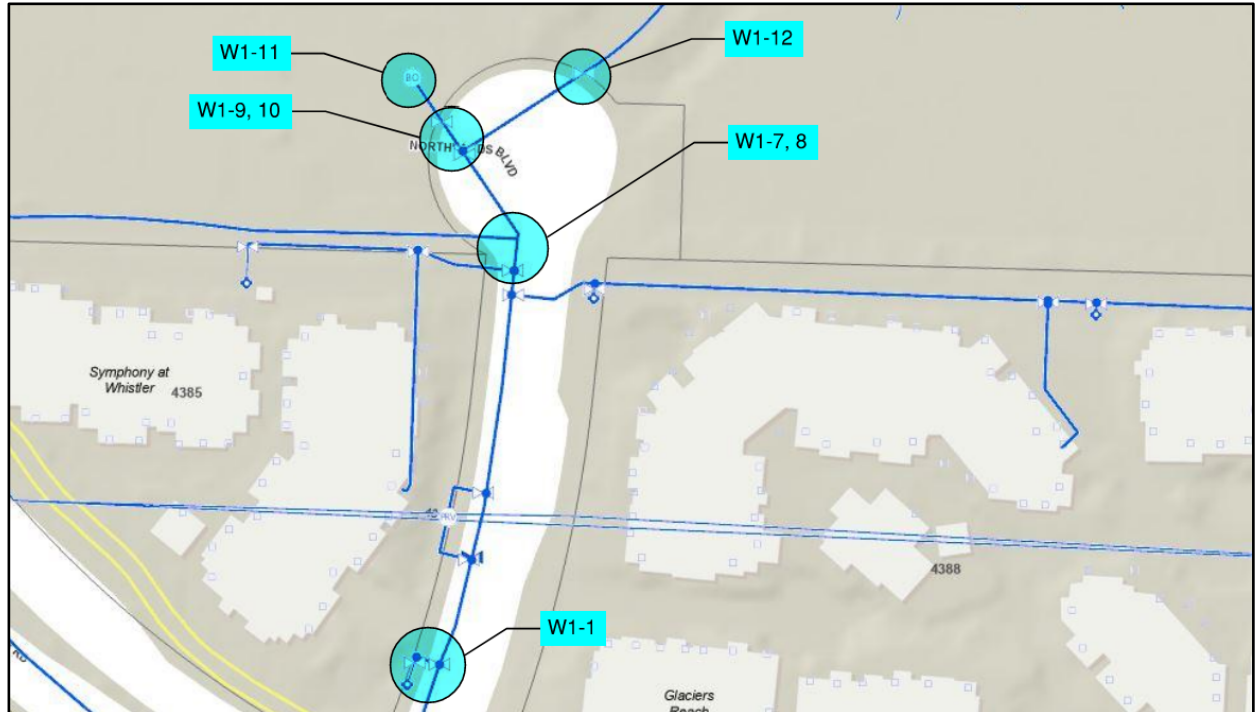


Figure 1 – Project Limits

2.0 Inspection

Upon completion of all water valve/fitting replacements, it can be confirmed that corrosion was present in all instances; however, the degree of corrosive attack varied. As Drake moved north on Northlands Boulevard the corrosion worsened. In general, the corrosion was the most extreme on the restraining rings and rods.

Photos 1 to 4 show examples of corrosion found throughout this project. Further photos can be found in ISL's project completion submission.



Photo 1 - Corroded Restraining Rod.



Photo 2 - Corroded Restraining Ring Ear.



Photo 3 – Blow-off Pipe Corrosion.



Photo 4 – Valve & Tee Corrosion.

3.0 Conclusions/Recommendations

After review of our observations/findings it appears that corrosion was the worst in cases where there was heavy groundwater present in the trench. It was also noted that the restraining rings and rods were most subject to corrosive attack. Valves and the fittings themselves complete with hardware appeared to be less affected however corrosion was observed on these items and if left in place future failure of these fittings is considered likely.

ISL has the following comments/recommendations:

- Continue with fittings replacement program focusing on areas where there have been recent failures and/or areas that extensive corrosion has been noted during excavation.
- Scheduled replacement will likely be more cost effective and less disruptive in comparison with emergency replacement in the unfortunate case of failure.
- When replacing any iron works wrapping in Denso as per manufacturers specifications with the three-part system is imperative.
- Look into other methods of corrosion control available.

Best regards,



Grant Wilburn, E.I.T.
Project Engineer

Reviewed by:



Graham Schulz, P.Eng.
Manager, Squamish Office/Senior Project Engineer



STAFF REPORT TO COUNCIL

PRESENTED: February 25, 2025 **REPORT:** 24-009
FROM: Planning **FILE:** 3900-20-2461/2463/2466/2467
SUBJECT: SMALL-SCALE MULTI-UNIT HOUSING UPDATE ZONING BYLAW
AMENDMENTS AND ENFORCEMENT AND TICKETING BYLAW AMENDMENTS
FOR STATUTORY DECLARATIONS

RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

That the recommendation of the General Manager of Climate Action, Planning and Development Services be endorsed.

RECOMMENDATIONS

That Council consider giving first, second and third readings to “Zoning Amendment Bylaw (Small-Scale Multi-Unit Housing Updates) No. 2461, 2024”; and

That Council consider giving first, second and third readings to “Zoning Amendment Bylaw (Small-Scale Multi-Unit Housing Accompanying Updates) No. 2463, 2024”; and

That Council consider giving first, second and third readings to “Municipal Ticket Information System Implementation Amendment Bylaw (Statutory Declarations) No. 2466, 2025”; and further

That Council consider giving first, second and third readings to “Bylaw Notice Enforcement Amendment Bylaw (Statutory Declarations) No. 2467, 2025”.

PURPOSE OF REPORT

This report presents two zoning amendment bylaws for Council consideration that seek to better implement small-scale multi-unit housing (SSMUH) changes within the “Zoning and Parking Bylaw 303, 2015” (Zoning Bylaw) that were adopted by Council on June 11, 2024 under “Zoning Amendment Bylaw (Small-Scale Multi-Unit Housing) No. 2440, 2024” (Bylaw 2440), attached as Appendix A. The proposed amendments provide clarification and address items not fully considered within Bylaw 2440. The amendments have been developed through cross-departmental collaboration completed to implement the new SSMUH zoning regulations and in response to further insights gained through Planning and Building Department inquiries and active applications over the past six months.

The report also presents amendment bylaws to the “Bylaw Notice Enforcement Bylaw No. 2174, 2018” (BNE Bylaw) and “Municipal Ticket Information System Implementation Bylaw No. 1719, 2005” (MTI Bylaw) which will allow bylaw officers to issue tickets and pursue as offences non-compliance with statutory declarations required under the Zoning Bylaw.

Information Report

Administrative Report (Decision or Direction)

FEBRUARY 25, 2025

DISCUSSION

Key Points

This report presents four bylaws for Council consideration as follows:

- Zoning Amendment Bylaw (Small-Scale Multi-Unit Housing Updates) No. 2461, 2024 (Bylaw 2461) further implements SSMUH requirements and includes minor changes, intended for clarification, as well as the following key amendments:
 - add a minimum dwelling unit (DU) size of 32.5 m²
 - increase floor area exclusions for parking areas auxiliary to SSMUH housing
 - remove erroneous text related to applicability of residential rental tenure (RRT) restrictions for subdivision of SSMUH developments
 - provide options for RI1 zone property owners to develop under the same SSMUH regulations as RS1 zoned properties, or to use existing RI1 zoning regulations
- Provincial legislation prohibits a local government from holding a Public Hearing for Bylaw 2461.
- “Zoning Amendment Bylaw (Small-Scale Multi-Unit Housing Accompanying Updates) No. 2463, 2024” (Bylaw 2463) proposes to amend the Zoning Bylaw which are related to, but go beyond, the scope of legislative requirements for SSMUH. Key amendments proposed are to:
 - Updates employee housing covenant references, so that all such references, that apply to additional gross floor area (GFA) for an auxiliary residential DU (ARDU) or subdivision of an ARDU, apply the same form of covenant as adopted for SSMUH developments (employee eligibility restriction and no price or rent restriction).
 - Allows an ARDU in each half of a duplex, in the RM70 zone
 - Adds an enforcement clause if owners fail to provide a statutory regulation required by the Zoning Bylaw, including for RRT requirements under SSMUH zoning regulations
- The General Manager of Climate Action, Planning and Development Services (GM CAPDS) has determined that Bylaw 2463 is consistent with the Official Community Plan (OCP) and that no public hearing should be held, as authorized by provincial legislation and municipal procedures.
- “Municipal Ticket Information System Implementation Amendment Bylaw (Statutory Declarations) No. 2466, 2025” (Bylaw 2466) amends the MTI Bylaw to establish a maximum fine of \$3,000 for failure to comply with a Zoning Bylaw statutory declaration requirement.
- “Bylaw Notice Enforcement Amendment Bylaw (Statutory Declarations) No. 2467, 2025” (Bylaw 2467) amends the municipality’s BNE Bylaw to establish a maximum penalty of \$500 for failure to comply with a statutory declaration requirement under the Zoning Bylaw.
- Bylaw 2466 and Bylaw 2467 do not require public hearings.

Background

SSMUH Summary

The following bulleted list provides a high-level summary of the SSMUH legislation and its implementation within the RMOW:

- The B.C. Legislature passed several pieces of legislation that change the local government land use planning framework, including requirements for SSMUH.
- Bylaw 2440 was adopted by Council on [June 11, 2024](#) to comply with legislative requirements.

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- SSMUH requirements apply to “restricted zones”, which are generally zones restricted to detached and duplex dwellings.
- There are approximately 3,300 parcels/lots within the restricted zones in the RMOW and the following number of parcels must allow for the prescribed minimum number of DUs:
 - 276 parcels have a minimum requirement of an ARDU;
 - 93 parcels have a minimum requirement of three DUs; and
 - 2,942 parcels have a minimum requirement of four DUs.
- Mapping of affected parcels is publicly available on the [GIS Whistler Map](#) and associated instructions are available on the [RMOW Website](#).
- The following principles were used to guide the analysis and development of Bylaw 2440 and implementation monitoring:
 1. Support the articulated provincial housing objectives and implement the legislative requirements within the required timeframes.
 2. Consider the provincial policy manuals for SSMUH and transit-oriented development (TOD) areas; implement alignment giving reasonable consideration to Whistler’s policy and development context, particularly the RMOW’s employee housing needs.
 3. Generally, do not alter existing base zoning entitlements.
 4. Create a bylaw that is easy to understand and support with associated communications for staff, property owners and the development community.
 5. Continue to monitor and revise regulations/approaches as warranted.
- Bylaw testing and continued monitoring after adoption were integrated into the SSMUH project approach. It was recognized that there would be further testing with local architects, builders and real estate professionals after Bylaw 2440’s adoption, as well as further insights gained from working with property owners and their designers in applying the new regulations to actual potential development scenarios. The results are to be analyzed by staff in Q2 of 2025 and will be used as the basis for consideration of further potential changes to zoning regulations.

Analysis

Proposed Zoning Amendments

Through the on-going work to implement and administer the new SSMUH zoning regulations several proposed amendments to the Zoning Bylaw were identified. The amendments are proposed for clarity, readability and to address oversights and new information that has been identified through staff training sessions, public inquiries and active applications.

Due to specific legislative processes (see Community Engagement section) that are applicable only to bylaw amendments that are for the sole purpose of implementing SSMUH, the proposed amendments are presented in two bylaws: Bylaw 2461 and Bylaw 2463. The following subsections summarize the proposed amendments in each bylaw. Bylaw 2440 is attached as Appendix A.

Bylaw 2461

Bylaw 2461 is for the sole purpose of implementing SSMUH. This subsection provides a summary of the proposed amendments to clarify current SSMUH regulations and describes key proposed amendments and supporting rationale.

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Proposed Clarifying Amendments

The following table presents proposed amendments intended to further specify and clarify the current SSMUH regulations in Part 5 s. 35 of the Zoning Bylaw.

Current Subsection	Bylaw 2461 Subsection	Proposed Amendment	Description
5	6	The clauses 5 (i) and (ii) are integrated into 5 (e).	This proposed formatting change clarifies that they correspond to subsection 5(e).
17 & 18	17 & 18	References to “where this Bylaw” are removed and are replaced with “where this section”.	The amendment specifies the number of units required for RRT for SSMUH developments with three and four DUs. This proposed change will clarify that these provisions are specific to s. 35, not to the entire Zoning Bylaw.
16, 17 & 18	16, 17 & 18	References to the number of units “constructed” is added.	This proposed change clarifies the number of units required for RRT is in relation to the type or number of residential DUs constructed, as authorized by approved building permit, not the total number that are allowed to be constructed under the Zoning Bylaw.
19	20	Statutory declaration requirements for RRT are updated to specify that the owner declares that the number of DUs “restricted by this Section to RRT” have been occupied “only” pursuant to a residential tenancy agreement governed by the <i>Residential Tenancy Act</i> .	The proposed change clarifies the reference to which DUs the statutory declaration requirement applies to and replaces the requirement for the owner to declare the DU has been occupied during the <u>entire</u> previous 12-month period. The purpose of this change is to acknowledge there are reasonable times when a unit may not be occupied continuously over 12 months, such as during periods between tenants. For reference, in both the current Zoning Bylaw and the proposed bylaw amendment, the RRT requirement prohibits the subject unit from being occupied by the property owner.

Key Proposed Amendments

Bylaw 2461 includes the following key proposed amendments to:

- add a minimum DU size;
- address floor area exclusions associated with parking use;
- require RRT units to be identified at building permit;

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- address a bylaw drafting error regarding RRT requirements; and
- provide options for RI1 Zone property owners.

Each of the proposed amendments is further described below with supporting rationale.

Adding a minimum DU size requirement

Proposed subsection 11 (c):

The gross floor area of any residential dwelling unit is in no case less than 32.5 square metres.

Generally, Part 5 s. 35 in the Zoning Bylaw allows for GFA to be distributed in any proportion among DUs on a parcel, with the requirement that an ARDU in a detached dwelling of a duplex shall not exceed 40 per cent of the GFA. As a result, minimum DU sizes provided under the property's zone are no longer applicable for parcels developed under SSMUH. To ensure that new DUs support creation of livable housing, the proposed subsection provides a minimum DU size of no less than 32.5 m². The proposed minimum is in alignment with the minimum ARDU size in the RS1 Zone (Single Family Residential One) and other residential zones.

Addressing floor area exclusions associated with parking use

Proposed subsection (13):

For the purposes of parking area exclusions under s. 26(1)(a)(v) of this Part, the maximum permitted floor areas that may be excluded are as follows:

- (a) up to 70 square metres per parcel if two dwelling units are proposed to be constructed pursuant to this Section;
- (b) up to 87.5 square metres per parcel if three dwelling units are proposed to be constructed pursuant to this Section; and
- (c) up to 105 square metres per parcel if four dwelling units are proposed to be constructed pursuant to this Section.

The Zoning Bylaw doesn't adequately address floor area exclusions associated with parking use for the full range of multi-residential development now permitted by the Zoning Bylaw.

Under the SSMUH regulations in s. 35 of the Zoning Bylaw, the GFA exclusions for detached and duplex dwelling buildings apply to all residential buildings permitted under SSMUH.

The existing parking use floor area exclusions in typical single family, duplex and multiple residential zones are limited to 70 m² for single family development, 50 m² per duplex DU, and 35 m² per multiple residential DU respectively.

Based on staffs' review of the range of existing parking use floor area exclusions, required parking space sizes, and minimum and maximum number of parking space requirements, staff are of the opinion that SSMUH multi-residential development is unintentionally penalized.

Under the SSMUH regulations in s. 35 of the Zoning Bylaw, parking for SSMUH development of either three or four DUs is calculated as a minimum of one space per DU to a maximum of six spaces. Considering the above, staff recommend increasing the permitted parking use floor area exclusions to 87.5 m² for three DUs and 105 m² for four DUs.

As parking requirements have a significant impact on the viability of SSMUH development, adding the proposed subsection supports Council's priority to encourage fewer vehicles by reducing off-

FEBRUARY 25, 2025

street parking requirements, while also providing adequate parking use floor area exclusions to support SSMUH development.

Requiring residential rental tenure units to be identified at Building Permit

Proposed subsection (19):

Dwelling units whose occupancy is required to be restricted to residential rental tenure under any of subsections (16), (17) or (18) must be indicated as such on the owner's building permit application.

To provide certainty with respect to meeting the RRT requirements and enforcement including through the statutory declaration, it is recommended that the building permit drawings are required to identify the units to which the requirements apply. Future changes to the unit designations would require a revision to the building permit.

Addressing a bylaw drafting error regarding residential rental tenure requirements

Text required to be removed from subsections (21) and (22):

...the residential rental tenure restriction applicable to any such dwelling unit so subdivided shall no longer apply.

Subsections 21 and 22 indicate that the RRT designation ceases to apply once a property is subject to an employee housing agreement. Upon further analysis, it was identified that the bylaw does not have legislative authority to operate in this fashion. As a result, to remove the RRT designation on the unit a zoning bylaw amendment would be required.

Therefore, a proposed change is required to ensure the Zoning Bylaw complies with provincial legislation. Moving forward, each time an employee housing agreement is established with an owner who wishes to subdivide units that are subject to an RRT designation, the Zoning Bylaw is required to be amended in respect of RRT designation.

Providing clarity and choice for RI1 Zone property owners

Proposed subsection (26):

Parcels in the RI1 zone may, at the owner's option, be developed entirely in accordance with the regulations in that zone or entirely in accordance with the regulations in this Section.

This subsection is proposed to allow property owners the choice to either develop entirely in accordance with the regulations in the RI1 zone or entirely in accordance with the regulations under SSMUH in Part 5 s. 35 of the Zoning Bylaw.

Under both the RI1 Zone and the SSMUH regulations in s. 35 of the Zoning Bylaw, on parcels greater than 695 m², a detached dwelling and two ARDU's are permitted. For this development scenario, the SSMUH regulations allow for an increased floor space ratio, and reduced parking and setback requirements. However, under SSMUH one of the three units would be subject to a RRT requirement. By allowing choice, this will provide clarity on identifying the applicable regulations between the RI1 zone and SSMUH.

Bylaw 2463

The Bylaw 2463 proposed amendments are not for the sole purpose of implementing SSMUH, but are related and accompanying updates to achieve the following:

FEBRUARY 25, 2025

- include an enforcement provision for statutory declaration requirements;
- incorporate the reference to the Schedule T employee covenant within base zones; and
- allow ARDU's as permitted use for one-half duplexes in RM70 Zone, with provisions similar to SSMUH zoning.

Including enforcement provision for statutory declaration requirements

Proposed Part 4 s.1 subsection (10):

No person shall fail to provide to the Municipality any statutory declaration that this Bylaw authorizes the Municipality to require, within the time specified by the Municipality when making the requirement, or fail to provide all of the information required by the declaration.

Under SSMUH Part 5, s. 35 of the Zoning Bylaw the municipality may request statutory declarations for RRT units. This subsection is proposed to be added to Part 4 – General Prohibitions of the Zoning Bylaw to reaffirm the requirement to provide a statutory declaration when required. This subsection also provides the basis for the proposed amendment bylaws to the municipality's BNE Bylaw and MTI Bylaw which will allow bylaw officers to issue tickets and pursue as offences non-compliance with statutory declarations required under the Zoning Bylaw.

Incorporation of reference to Schedule T employee covenant within base zones

Description of proposed change:

The subsection regarding Schedule T is proposed to be removed from s. 35 of the Zoning Bylaw and instead references to "Schedule T" are proposed to be integrated into the RS1, RS2, RS3, RS-E2, RS-E5, RTA-C1 and R11 Zones.

Schedule T provides a s. 219 covenant template which limits occupancy to qualified Whistler employee and retirees, without imposing price or rent restrictions. Schedule T is proposed to be referenced in s. 35 and for the RS1, RS2, RS3, RS-E2, RS-E5, RTA-C1 and R11 zones, within which the employee covenant requirement is associated with additional density permitted for ARDUs and the subdivision of an ARDU.

Allow ARDUs as a permitted use for one-half duplexes in the RM70 Zone

Proposed addition to RM70 Zone permitted uses - Part 13 S. 71 subsection 2 (d):

auxiliary residential dwelling unit provided that it is contained within a one-half duplex dwelling.

The RM70 zone affects properties located in the Bayshores and Millars Pond neighbourhood (Figure 1). Permitted uses in the RM70 Zone include detached dwellings, duplex dwellings and townhouses, but the location of these permitted uses is restricted to specific strata lots.

Specifically, the RM70 Zone specifies strata lots where one-half duplexes are the permitted use. Properties where only one-half duplexes and townhouses are permitted exceed the density requirements to qualify as a restricted zones as per the SSMUH legislation and therefore the SSMUH regulations in Part 5 s. 35 of the Zoning Bylaw do not apply. Properties subject to SSMUH are permitted to construct a duplex dwelling with two ARDUs. Whereas currently in the RM70 Zone, an ARDU is not permitted in a one-half duplex.

Allowing each one-half duplex to have an ARDU, creates additional opportunities for infill housing, beyond the legislative requirements.

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For consistency with adopted SSMUH regulations, the proposed amendment also requires that the ARDU be subject to a RRT restriction, establishes a statutory declaration for this restriction, and specifies a minimum parking requirement of one space per DU.

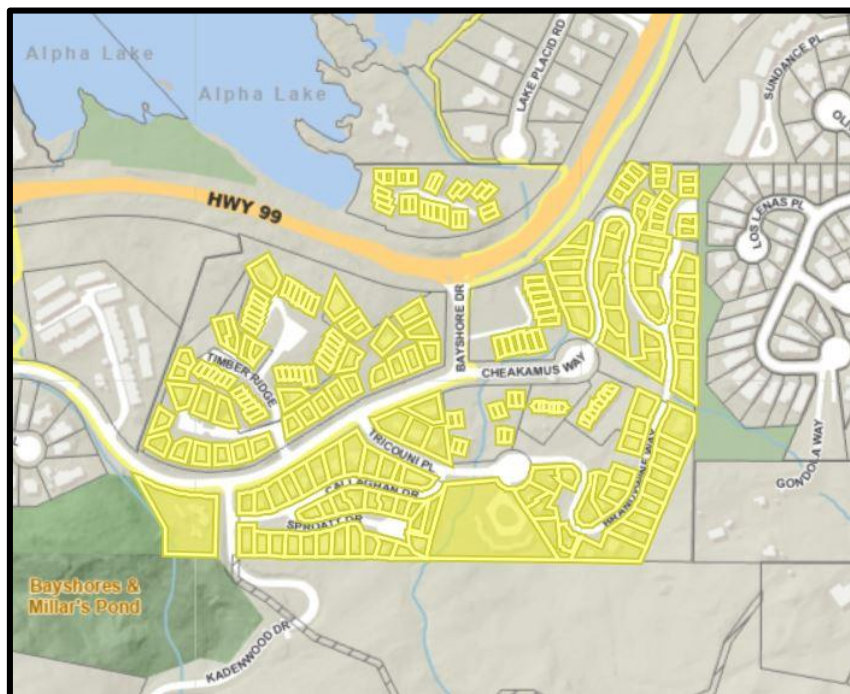


Figure 1: Image from RMOW GIS highlighting properties in the RM70 Zone

Proposed Enforcement Bylaw and Ticketing Bylaw Amendments

The proposed bylaw amendments provide additional enforcement tools for statutory declarations required under the Zoning Bylaw. To enforce the zoning amendments following adoption, concurrent amendments are required to the BNE Bylaw and MTI Bylaws. Bylaw 2466 and Bylaw 2467 are recommended to be set at the maximum allowable amounts of \$3,000 and \$500, respectively. Staff believe that setting the MTI fine at \$3,000 will help encourage compliance with the statutory declaration requirements and provide additional tools to bylaw officers to enforce compliance.

POLICY CONSIDERATIONS

Relevant Council Authority/Previous Decisions

[April 9, 2024 \(Administrative Report No. 24-040\)](#), Council endorsement was obtained of the project approach to implement new provincial requirements regarding SSMUH and TOD areas by the provincial deadline of June 30, 2024.

[May 14, 2024 \(Administrative Report No. 24-049\)](#), Council gave first, second and third reading to the Bylaw 2440. The associated administrative report provides an overview of the provincial legislative requirements and presents a thorough analysis of the proposed Bylaw 2440.

[June 11, 2024 \(Administrative Report No. 24-064\)](#), Council rescinded third reading and gave third reading and adopted the Bylaw 2440, as revised. The associated administrative report provides an overview of the Bylaw 2440 revisions.

FEBRUARY 25, 2025

2023-2026 Strategic Plan

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

Strategic Priorities

Housing

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

Climate Action

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

Community Engagement

Strive to connect locals to each other and to the RMOW

Smart Tourism

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

Not Applicable

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

Community Vision and Official Community Plan

The 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.

Typically, all bylaws enacted after the adoption of an OCP must be consistent with the OCP (s. 478(2) of the *Local Government Act* (LGA)); however, Zoning Bylaw amendments such as Bylaw 2461 are required to align with the SSMUH legislation and are explicitly excluded from this requirement until December 31, 2025 as per s. 788 of the LGA. The OCP must be reviewed and updated as necessary by December 31, 2025. Staff will be bringing forward an OCP project approach for Council’s information.

BUDGET CONSIDERATIONS

The RMOW has received a one-time grant of \$210,718 from the province to support implementation of the new legislated requirements. This grant provides for legal assistance associated with bylaw preparation and for work related to bylaw testing.

LÍŁWAT NATION & SQUAMISH NATION CONSIDERATIONS

The RMOW is committed to working with the Líłwat 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 planning on unceded territories, as currently managed by the provincial government; achieve mutual objectives and enable participation in Whistler’s resort economy.

There are no specific considerations to include in this report.

FEBRUARY 25, 2025

COMMUNITY ENGAGEMENT

Level of community engagement commitment for this project:

Inform Consult Involve Collaborate Empower

Bylaw 2461

Provincial housing legislation provides specific requirements that must be implemented and policies that must be considered to meet the legislative requirements. As per s. 464(4) of the LGA, a local government must not hold a public hearing on a zoning bylaw proposed for the sole purpose of complying with SSMUH requirements. Bylaw 2461 is for that sole purpose.

Public notice of the Bylaw 2461 was published in two consecutive publications of *The Pique* and in the public notice posting places, in accordance with s. 467 of the LGA. Additionally, [public notice](#) and copy of Bylaw 2461 was posted on the RMOW website.

Bylaw 2463

Bylaw 2463 is not for the sole purpose of complying with SSMUH requirements. As per s. 464(2) of the LGA, a local government is not required to hold a public hearing on a proposed zoning bylaw if (a) an official community plan is in effect for the area that is the subject of the zoning bylaw, and (b) the bylaw is consistent with the official community plan.

As per s. 43 of RMOW “Land Use Procedures and Fees Bylaw, No. 2205, 2022”, (Land Use Procedures Bylaw) “Council delegates to the General Manager the authority to decide not to hold a public hearing referred to in s. 464(2) of the LGA on a proposed zoning bylaw.” The GM CAPDS has determined that the bylaw is consistent with the OCP and that no public hearing should be held.

As per s. 467(1) of the LGA, if a local government decides not to hold, or is prohibited from holding, a public hearing referred to in ss. 464 (2), (3) or (4) on a proposed zoning bylaw, it must give notice in accordance with this section.

As per s. 466(7), subsection (4) (mailing or delivery of notices) does not apply if 10 or more parcels owned by 10 or more persons are the subject of the bylaw alteration. The bylaw applies to more than 10 parcels owned by 10 or more persons, and therefore no mailing or delivery is required.

Public notice of Bylaw 2463 was published in two consecutive publications of *The Pique* and in the public notice posting places, in accordance with s. 467 of the LGA. Additionally, [public notice](#) and the proposed bylaw was posted on the RMOW website.

Additional Information

To provide addition information to the resort community, the [RMOW Website](#) provides an overview of how the provincial housing legislation affects whistler. This also includes links to information regarding: the provincial housing legislation, how the housing legislation impacts property, frequently asked questions and additional resources.

Enforcement and Ticketing Bylaw Amendments

To enforce the offences created in the Zoning Amendment Bylaw following adoption, concurrent amendments are required to the BNE Bylaw and MTI Bylaw via Bylaw 2466 and Bylaw 2467. No notification or engagement is required for these amendments.

FEBRUARY 25, 2025

REFERENCES

Appendix A – Zoning Bylaw Amendment (Small-Scale Multi-Unit Housing) No. 2440, 2024.

“Zoning Amendment Bylaw (Small-Scale Multi-Unit Housing Updates) No. 2461, 2024” (Included in Council Package)

“Zoning Amendment Bylaw (Small-Scale Multi-Unit Housing Accompanying Updates) No. 2463, 2024” (Included in Council Package)

“Municipal Ticket Information System Implementation Amendment Bylaw (Statutory Declarations) No. 2466, 2025” (Included in Council Package)

“Bylaw Notice Enforcement Amendment Bylaw (Statutory Declarations) No. 2467, 2025” (Included in Council Package)

SUMMARY

This report presents two zoning amendment bylaws to further implement SSMUH housing development opportunities within Whistler along with amendments to the BNE Bylaw and MTI Bylaw to establish penalties and fines for non-compliance with statutory declaration requirements under the Zoning Bylaw. All four bylaws are recommended for Council consideration of first three readings.

SIGN-OFFS

Written by:

Joanna Rees,
Planner

Lindsay Clarke,
Planner

Lindsay Debou,
Manager of Protective Services

Mike Kirkegaard,
Technical Director Planning

Reviewed by:

Dale Mikkelsen,
General Manager of Climate Action, Planning
and Development Services

Virginia Cullen,
Chief Administrative Officer

RESORT MUNICIPALITY OF WHISTLER
ZONING AMENDMENT BYLAW (SMALL-SCALE MULTI-UNIT HOUSING) NO. 2440, 2024
A BYLAW TO AMEND THE RESORT MUNICIPALITY OF WHISTLER ZONING AND
PARKING BYLAW NO. 303, 2015

WHEREAS s. 481.3 of the *Local Government Act* (Act) requires the Municipality to exercise its zoning powers under s. 479 of the Act to permit small-scale multi-family housing in certain zones, and

WHEREAS s. 464(4) of the Act prohibits the holding of a public hearing on a zoning amendment bylaw proposed for the sole purpose of complying with s. 481.3;

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 “Zoning Amendment Bylaw (Small-Scale Multi-Unit Housing) No. 2440, 2024”.


ZONING BYLAW AMENDMENTS

2. Part 5 of “Zoning and Parking Bylaw No. 303, 2015” is amended by adding as Section 35 the regulations attached to and forming part of this Bylaw as Schedule A.
3. “Zoning and Parking Bylaw No. 303, 2015” is further amended by adding as Schedule T the form of housing agreement attached to and forming part of this Bylaw as Schedule B.
4. This Bylaw comes into force June 29, 2024.
5. 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.

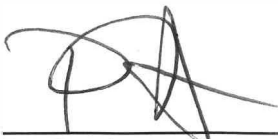
GIVEN FIRST, SECOND AND THIRD READINGS this 14 day of May, 2024.

THIRD READING, RESCINDED this 11 day of June, 2024.

GIVEN THIRD READING, AS REVISED AND ADOPTED by the Council this 11 day of June, 2024.



Jessie Morden,
Acting Mayor



Pauline Lysaght,
Corporate Officer

I HEREBY CERTIFY that this is a true copy
of Zoning Amendment Bylaw (Small-Scale
Multi-Unit Housing) No. 2440, 2024.

SCHEDULE A

PART 5 – GENERAL REGULATIONS

35. SMALL-SCALE MULTI-UNIT HOUSING

- (1) In this section,

“residential rental tenure” means the occupancy of a dwelling unit as a principal residence in which the occupant continuously resides, pursuant to the terms of a residential tenancy agreement governed by the *Residential Tenancy Act*.

“employee housing agreement” means a housing agreement with the Municipality in the form of Schedule “T”.

- (2) This Section applies, despite any other provision in this Bylaw, to any parcel of land in any zone on which this bylaw limits residential development to:
- (a) only the construction and use on the parcel of a detached dwelling;
 - (b) only the construction and use on the parcel of a detached dwelling and an auxiliary residential dwelling unit;
 - (c) only the construction and use on the parcel of a detached dwelling and two auxiliary residential dwelling units; or
 - (d) only the construction and use on the parcel of a duplex dwelling, or a duplex dwelling with an auxiliary residential dwelling unit.
- (3) If this Bylaw permits on any parcel only the construction and use of a detached dwelling, the permitted uses include the construction and use of an auxiliary residential dwelling unit within the detached dwelling or in an auxiliary building.
- (4) If a regulation in this Bylaw establishes a sewer service requirement in respect of an auxiliary residential dwelling unit, such a unit is permitted regardless of the unavailability of community sewer service.
- (5) If a regulation in this Bylaw permits additional gross floor area for a dwelling unit or an auxiliary residential dwelling unit, or permits the subdivision of an auxiliary residential dwelling unit, subject to the owner entering into an employee housing agreement with the Municipality, the terms of the housing agreement shall be the terms in Schedule “T”.
- (6) If a parcel to which this Section applies:
- (a) is not within a transit-oriented area as defined in the *Local Government Act*;
 - (b) is serviced by municipal water and sewer systems;
 - (c) is wholly or partly within the Whistler Urban Development Containment Area identified in Schedule A to Official Community Plan Bylaw No. 2199, 2018, the boundary of which is illustrated in Figure 5-H;
 - (d) has an area of 4,050 m² or less; and
 - (e) is not in a zone in respect of which the minimum parcel area for subdivision specified in this Bylaw is 4,050 m² or more, the following residential development is permitted on the parcel:
 - (i) a total of three dwelling units if the parcel has an area of 280 m² or less, and
 - (ii) a total of four dwelling units if the parcel area is greater than 280 m².

- (7) Residential development permitted by this Section may be any combination of detached dwellings, duplex dwellings, auxiliary residential dwelling units and apartment or townhouse buildings, comprising in the aggregate not more than the total number of dwelling units permitted, and the dwelling units may be located in no more than two buildings.
- (8) Subject to subsection (9), (10) and (11), the maximum gross floor area permitted on a parcel to which this Section applies is the maximum provided under the zone regulations that apply to the parcel.
- (9) The maximum permitted gross floor area for a parcel in the RS1, RI1, RS2 and RS4 zones is a floor space ratio of 0.40 or 511 square metres, whichever figure is lower, irrespective of site dimensions, if at the time the gross floor area is calculated for the purpose of issuing a building permit the proposed development of the parcel includes the construction of either three or four dwelling units as permitted by this Section.
- (10) The maximum permitted gross floor area for a parcel in the RT2 zone is a floor space ratio of 0.40 or 511 square metres, whichever figure is lower, irrespective of site dimensions, if at the time the gross floor area is calculated for the purpose of issuing a building permit the proposed development of the parcel includes the construction of either three or four dwelling units as permitted by this Section.
- (11) The maximum permitted gross floor area for a parcel in the RT1 and RT6 zones is a floor space ratio of 0.45 or 511 square metres, whichever figure is lower, irrespective of site dimensions, if at the time the gross floor area is calculated for the purpose of issuing a building permit the proposed development of the parcel includes the construction of either three or four dwelling units as permitted by this Section.
- (12) The gross floor area referenced in subsections (8), (9), (10) and (11) may be distributed in any proportion among the dwelling units and any auxiliary buildings that are permitted on the parcel by this Bylaw, provided that the gross floor area of any auxiliary residential dwelling unit that is located within a detached dwelling or within a dwelling unit in a duplex dwelling shall not exceed 40% of the gross floor area of the building or the gross floor area of the dwelling unit in the duplex dwelling.
- (13) The gross floor area exclusions in Section 26(1)(a) of this Part apply to all residential buildings permitted by this Section.
- (14) The minimum side setback specified for the RS1, RS2, RS4, RI1, RT1, RT2 and RT6 zones is 3 metres if at the time the setback is measured for the purpose of issuing a building permit the proposed development of the parcel includes the construction of either three or four dwelling units as permitted by this Section.
- (15) If at the time the parking space requirements in Part 6 are calculated for any parcel for the purpose of issuing a building permit the proposed development of the parcel includes the construction of either three or four dwelling units as permitted by this Section, the minimum number of parking spaces required is one space per dwelling unit and the maximum number of spaces that may be constructed on a parcel is six, and the parking spaces may be laid out in any manner provided that each parking space has access from a highway either directly or through not more than one other parking space

and the parking spaces comply with the standards in Part 6.

- (16) Where this Section permits on any parcel a second detached dwelling or a duplex dwelling that would not otherwise be permitted by this Bylaw, the form of tenure of one of the detached dwellings or one of the dwelling units in the duplex dwelling, as the case may be, must be residential rental tenure.
- (17) Where this Bylaw including this section permits three dwelling units on a parcel, the form of tenure of at least one of the dwelling units must be residential rental tenure.
- (18) Where this Bylaw including this Section permits four dwelling units on a parcel, the form of tenure of at least two of the dwelling units must be residential rental tenure.
- (19) The Municipality may require the owner of any parcel in respect of which this Section limits the form of tenure to residential rental tenure to provide a statutory declaration, not more than once in any calendar year, in which the owner declares that the number of dwelling units specified in the declaration have, during the entire previous 12-month period, been occupied pursuant to a residential tenancy agreement governed by the Residential Tenancy Act.
- (20) Where this Section permits on any parcel a detached dwelling or a duplex dwelling that would not otherwise be permitted by this Bylaw, the dwelling may be subdivided under the Strata Property Act or the Land Title Act provided that the owner enters into an employee housing agreement with the Municipality, in respect of at least one of the detached dwellings on the parcel or at least one of the dwelling units in the duplex dwelling, as the case may be, and the residential rental tenure restriction applicable to any such dwelling unit so subdivided shall no longer apply.
- (21) Multi-unit residential buildings permitted by this Section may be subdivided under the Strata Property Act or the Land Title Act provided that the owner enters into an employee housing agreement with the Municipality, in respect of at least one of the dwelling units on the parent parcel if this Section permits three dwelling units on the parcel, and at least two of the dwelling units if this Section permits four dwelling units on the parcel, and the residential rental tenure restriction applicable to any such dwelling unit so subdivided shall no longer apply.
- (22) This Section shall not be interpreted or applied to increase the number of dwelling units on any parcel of land that may be used as tourist accommodation, over the number that would otherwise be permitted by this Bylaw.
- (23) Development that is permitted by this Section is exempt from the requirement to obtain a development permit for establishment of objectives for the form and character of intensive residential development and for establishment of objectives for the form and character of multi-family residential development.
- (24) Notwithstanding part 5, Section 28, development that is permitted by this Section is required to obtain a development permit if any part of the parcel of land that is the subject of the proposed development is within a development permit area for the protection of riparian ecosystems, protection of sensitive ecosystems or wildfire protection.

Figure 5-H: Whistler Urban Development Containment Area



SCHEDULE B
SCHEDULE “T” TO BYLAW NO. 303, 2015

PART 2 - TERMS OF INSTRUMENT

HOUSING AGREEMENT and 219 COVENANT

This Agreement, dated for reference _____, 20__ is

BETWEEN:

Resort Municipality of Whistler
4325 Blackcomb Way
Whistler, BC V8E 0X5

(the “Municipality”)

AND:

(the “Owner”)

WHEREAS:

- A. Section 483 of the *Local Government Act* permits the Municipality to, by bylaw, enter into a housing agreement that may include terms and conditions regarding the occupancy of housing units identified in the agreement, including the availability of housing units to classes of persons;
- B. Section 219 of the *Land Title Act* permits the registration of a covenant of a negative or positive nature in favour of the Municipality in respect of the use of land or a building on land;
- C. The Owner is the registered owner of the Land described in Item 2 of the General Instrument – Part 1 forming part of this Agreement;
- D. The Owner and the Municipality wish to enter into this Agreement to provide for employee housing on the terms and conditions set out in this Agreement, and this Agreement is both a covenant under section 219 of the *Land Title Act* and a housing agreement under s. 483 of the *Local Government Act*.

THIS AGREEMENT is evidence that in consideration of the mutual promises contained in it and in consideration of the payment of \$2.00 by the Municipality to the Owner, the receipt and sufficiency of which are hereby acknowledged by the Owner, the parties agree pursuant to section 483 of the *Local Government Act* and section 219 of the *Land Title Act* as follows:

PART I – DEFINITIONS

1. In this Agreement the following words have the following meanings:

- (a) "Agreement" means this Agreement together with the General Instrument, being the Form C under the Land Title (Transfer Forms) Regulations, as amended, and all schedules and addenda to the Form C charging the Land;
- (a) "CCPI" means the Consumer Price Index for Canada published from time to time in respect of all items, excluding eight of the most volatile components and the effect of changes in indirect taxes (CPIX), as determined by the Bank of Canada, or its successor in function, or, if that index is no longer published or available, a comparable index selected by the Municipality;
- (b) "Daily Amount" means \$700.00 per day as of December 31, 2023, adjusted in accordance with section 5;
- (c) "Dwelling Unit" means the residential dwelling unit on the Land, whose location is identified on Schedule "A";
- (d) "Employee" means an individual who is either employed or self-employed for an average of at least 30 hours per week on an annual basis by a Qualified Whistler Business and is legally permitted to work in Canada;
- (e) "Employee Unit" means a Dwelling Unit used and occupied continuously as a principal residence by at least one Employee or Retiree together with any spouse and other relatives of the Employee or Retiree;
- (f) "Land" means the land described in Item 2 of the General Instrument to which the Agreement is attached and which forms part of this agreement, and any part into which said land is subdivided;
- (g) "LTO" means the New Westminster Land Title Office or its successor;
- (h) "Owner" means the Transferor described in the General Instrument and any subsequent owner of the Land or of any part into which the Land is subdivided, and includes any person who is a registered owner in fee simple of an Employee Unit from time to time;
- (i) "Qualified Whistler Business" means an individual, partnership or corporate body, with one or more employees, which operates a business that:
 - A. is operated at premises located either within the boundaries of the Resort Municipality of Whistler or at the Whistler Olympic Park;
 - B. holds a valid business license from the Municipality that is not a non-resident business license, or is exempt from business licensing requirements;
 - C. is a permitted use of the business premises under the Municipality's zoning bylaw;

- D. primarily serves Resort Municipality of Whistler residents, homeowners, businesses or tourists; and
 - E. in the case of a home-based or mobile business, derives more than 75% of its business income from Resort Municipality of Whistler residents, homeowners, businesses or tourists.
- (j) "Retiree" means an individual who is at least 55 years of age; has ceased full-time employment (such that they work less than 30 hours per week) and was an Employee for at least 10 of the 12 years immediately preceding the date on which the individual ceased full-time employment; and is a Canadian citizen or has Canadian permanent resident status.

PART II - USE AND OCCUPANCY OF EMPLOYEE UNITS

2. The Owner agrees that the Dwelling Unit shall be used or occupied only as an Employee Unit, subject to the terms of section 4.
3. Within ten days after receiving notice from the Municipality, the Owner will in respect of each Employee Unit, deliver, or cause to be delivered, to the Municipality a statutory declaration, substantially in the form attached as Schedule "B", sworn by the Owner, containing all of the information required to complete the statutory declaration. The Municipality may request such a statutory declaration in respect of an Employee Unit no more than four times in any calendar year. The Owner hereby irrevocably authorizes the Municipality to make such inquiries as it considers necessary and reasonable in order to confirm that the Owner is complying with this Agreement, and irrevocably authorizes and directs the recipient, including, but not limited to the provincial issuing authority for driver's licenses, of the request for information from the Municipality to provide such information to the Municipality.
4. If the Owner cannot comply with the occupancy requirements for any Employee Unit for reasons of hardship, the Owner may request that the Municipality alter the Owner's obligations with respect to that Employee Unit on terms acceptable to the Municipality, but no such request may be made later than 30 days after the Municipality has delivered to the owner a written notice of breach of this Agreement. The request must set out the circumstances of the hardship involved and the reasons why the Owner cannot comply with the occupancy requirements, and must describe the hardship to the Owner that compliance would cause. The Owner agrees that the Municipality is under no obligation to grant any relief, and may proceed with its remedies under this Agreement, and at law and in equity, despite the Owner's request or the hardship involved, and the Owner agrees that the relief, if any, is to be determined by the Municipality in its sole discretion.

PART III - DEFAULT AND REMEDIES

5. The Owner acknowledges that the Municipality requires employee housing to attract employees to work for local businesses and that these businesses generate tax and other revenue for the Municipality and economic growth for the community. The Owner therefore agrees that, in addition to any other remedies available to the Municipality under this Agreement or at law or equity, if an Employee Unit is used or occupied in breach of this Agreement, or if the Owner does not deliver to the Municipality a statutory declaration requested under section 3 within three

days after receiving the request, the Owner will pay to the Municipality, as a rent charge under section 6, the Daily Amount for each day of the breach of this Agreement. The Daily Amount is increased on January 1 of each year by an amount calculated by multiplying the Daily Amount as of the previous January 1 by the percentage increase in the CCPI between that previous January 1 and the immediately preceding December 31. The Daily Amount is due and payable immediately upon receipt by the Owner of an invoice from the Municipality for the same.

6. The Owner hereby grants to the Municipality a rent charge under s. 219 of the *Land Title Act* (British Columbia), and at common law, securing payment by the Owner to the Municipality of any amount payable by the Owner pursuant to this Agreement. The Owner agrees that the Municipality, at its option, may enforce payment of such outstanding amount in a court of competent jurisdiction as a contract debt, by an action for and order for sale, by proceedings for the appointment of a receiver, or in any other method available to the Municipality in law or in equity.

PART IV - INTERPRETATION

7. In this Agreement:
 - (a) reference to the singular includes a reference to the plural, and vice versa, unless the context requires otherwise;
 - (b) article and section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement;
 - (c) if a word or expression is defined in this Agreement, other parts of speech and grammatical forms of the same word or expression have corresponding meanings;
 - (d) reference to any enactment includes any regulations, orders or directives made under the authority of that enactment;
 - (e) reference to any enactment is a reference to that enactment as consolidated, revised, amended, re-enacted or replaced, unless otherwise expressly provided;
 - (f) the provisions of s. 25 of the *Interpretation Act* with respect to the calculation of time apply;
 - (g) time is of the essence;
 - (h) all provisions are to be interpreted as always speaking;
 - (i) reference to a "party" is a reference to a party to this Agreement and to that party's respective successors, assigns, trustees, administrators and receivers. Wherever the context so requires, reference to a "party" also includes employees, agents, officers and invitees of the party;

- (j) reference to a "day", "month", "quarter" or "year" is a reference to a calendar day, calendar month, calendar quarter or calendar year, as the case may be, unless otherwise expressly provided; and
- (k) where the word "including" is followed by a list, the contents of the list are not intended to circumscribe the generality of the expression preceding the word "including".

PART V – GENERAL PROVISIONS

8. **Housing Agreement.** The Owner acknowledges and agrees that this:

- (a) Agreement constitutes a covenant under s.219 of the *Land Title Act* and a housing agreement entered into under s. 483 of the *Local Government Act*;
- (b) the Municipality may file a notice of housing agreement under s.483 of the *Local Government Act* in the LTO against title to the Employee Unit.

9. **Municipality's Powers Unaffected.** This Agreement does not:

- (a) affect or limit the discretion, rights, duties or powers of the Municipality under any enactment or at common law, including in relation to the use or subdivision of the Land;
- (b) impose on the Municipality any legal duty or obligation, including any duty of care or contractual or other legal duty or obligation, to enforce this Agreement;
- (c) affect or limit any enactment relating to the use or subdivision of the Land; or
- (d) relieve the Owner from complying with any enactment, including in relation to the use or subdivision of the Land.

10. **Agreement for Benefit of Municipality only.** The Owner and the Municipality agree that:

- (a) this Agreement is entered into only for the benefit of the Municipality;
- (b) this Agreement is not intended to protect the interests of the Owner, any tenant, or any future owner, lessee, occupier or user of the Property, the Land or the building or any portion thereof, including any Employee Unit; and
- (c) the Municipality may at any time execute a release and discharge of this Agreement, without liability to anyone for doing so, and without obtaining the consent of the Owner.

11. **No Public Law Duty.** Where the Municipality is required or permitted by this Agreement to form an opinion, exercise a discretion, express satisfaction, make a determination or give its consent, the Owner agrees that the Municipality is under no public law duty of fairness or natural justice in that regard and agrees that the Municipality may do any of those things in the same manner as if it were a private party and not a public body.

12. **Notice.** Any notice required to be served or given to a party herein pursuant to this Agreement will be sufficiently served or given if delivered, to the postal address of Owner set out in the records at the LTO, and in the case of the Municipality addressed:

To: Corporate Officer, Resort Municipality of Whistler
4325 Blackcomb Way, Whistler, BC V8E 0X5

or to the most recent postal address provided in a written notice given each of the parties to the other. Any notice which is delivered is to be considered to have been given on the first day after it is dispatched for delivery.

13. **Enuring Effect.** This Agreement will extend to and be binding upon and enure to the benefit of the parties hereto and their respective successors and permitted assigns.
14. **Severability.** If any provision of this Agreement is found to be invalid or unenforceable such provision or any part thereof will be severed from this Agreement and the resultant remainder of this Agreement will remain in full force and effect.
15. **Waiver.** All remedies of the Municipality will be cumulative and may be exercised by the Municipality in any order or concurrently in case of any breach and each remedy may be exercised any number of times with respect to each breach. Waiver of or delay in the Municipality exercising any or all remedies will not prevent the later exercise of any remedy for the same breach or any similar or different breach.
16. **Sole Agreement.** This Agreement, and any documents signed by the Owners contemplated by this Agreement, represent the whole agreement between the Municipality and the Owner respecting the use and occupation of the Employee Units, and there are no warranties, representations, conditions or collateral agreements made by the Municipality except as set forth in this Agreement.
17. **Further Assurance.** Upon request by the Municipality the Owner will forthwith do such acts and execute such documents as may be reasonably necessary in the opinion of the Municipality to give effect to this Agreement.
18. **Covenant Runs with the Land.** This Agreement burdens and runs with the Land and every parcel into which it is Subdivided. All of the covenants and agreements contained in this Agreement are made by the Owner for itself, its personal administrators, successors and assigns, and all persons who after the date of this Agreement, acquire an interest in the Land. Notwithstanding anything contained herein, neither the Owner named herein nor any future owner of the Land or any portion thereof shall be liable under any of the covenants and agreement contained herein where such liability arises by reason of an act or omission occurring after the Owner named herein or any future owner ceases to have a further interest in the Land.
19. **Equitable Remedies.** The Owner acknowledges and agrees that damages would be an inadequate remedy for the Municipality for breach of this Agreement and that the public interest strongly favours specific performance, injunctive relief (mandatory or otherwise), or other equitable relief, as the only adequate remedy for a default under this Agreement.

- 20. **No Joint Venture.** Nothing in this Agreement will constitute the Owner as the agent, joint venturer, or partner of the Municipality or give the Owner any authority to bind the Municipality in any way.

- 21. **Applicable Law.** Unless the context otherwise requires, the laws of British Columbia will apply to this Agreement and all statutes referred to herein are enactments of the Province of British Columbia.

Resort Municipality of Whistler

Owner

Authorized Signatory

Authorized Signatory:

Authorized Signatory

Authorized Signatory:

SCHEDULE "A" – SUBDIVISION OR STRATA PLAN – LOCATION OF DWELLING UNIT(S)

SCHEDULE "B" STATUTORY DECLARATION

IN THE MATTER OF A HOUSING AGREEMENT WITH THE RESORT MUNICIPALITY OF WHISTLER

I, _____ of _____, British Columbia, do solemnly declare that:

1. I am the owner of _____ (the "Employee Unit"), and make this declaration to the best of my personal knowledge.
2. This declaration is made pursuant to the Housing Agreement in respect of the Employee Unit.
3. For the period from _____ to _____ the Employee Unit was occupied continuously as a principal residence only by the Employees or Retirees (as defined in the Housing Agreement) whose names and current addresses and (in the case of Employees) whose employer's names and current addresses appear below:

Names, addresses and phone numbers of Employees:

Names, addresses and phone numbers of Employers:

4. I make this solemn declaration, conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and pursuant to the *Canada Evidence Act*.

DECLARED BEFORE ME at _____)
_____, British Columbia)
this ____ day of _____,)
20____)

Name:

A Commissioner for taking Affidavits)
British Columbia)

Name:

STAFF REPORT TO COUNCIL

PRESENTED: February 25, 2025 **REPORT:** 25-010
FROM: Planning - Projects **FILE:** 3360-20-1194
SUBJECT: CHEAKAMUS CROSSING PHASE 2 – 1600 MOUNT FEE ROAD LOT 3 PROJECT
PLAN ENDORSEMENT

RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

That the recommendation of the General Manager of Climate Action, Planning, and Development Services be endorsed.

RECOMMENDATION(S)

That Council endorse the Whistler 2020 Development Corp (WDC) Cheakamus Crossing Phase 2, 1600 Mount Fee Road (Lot 3) Project Plan Rev. 1 (Project) attached as Appendix A to Administrative Report No. 25-010 and direct staff to return to a future Regular Council Meeting with an update on the financing strategy, including grant awards; and

That Council direct staff to return to a future Regular Council Meeting with an updated recommendation if Project costs increase by 10 per cent or more before Project initiation; and

That Council endorse a \$5.9M equity contribution to support the Whistler Housing Authority Ltd.'s acquisition of Lot 3, contingent on receiving an updated financing strategy at a future Regular Council Meeting that includes grant awards of at least \$7.2M to complete the required equity; and

That Council direct staff to return to a Regular Council Meeting with the proposed housing agreement bylaw that limits the use of the Lot 3 buildings to rental tenure only and sets maximum rental rates for each unit to ensure long-term affordability, and accompanying amendments to *Council Policy K-01: Employee Rental Housing*, or such other Council policy updates as required, to encompass the townhouse rental framework; and further

That Council direct staff to bring forward an amendment to the “Five-Year Financial Plan (2025 – 2029) Bylaw No. 2465, 2025” to reflect the recommended movement of reserve funds in support of the Project, once grant funding is confirmed.

PURPOSE OF REPORT

The purpose of this report is to seek Council’s provisional endorsement of the Cheakamus Crossing Phase 2, Lot 3 (Lot 3) Project Plan (Project or Project Plan) submitted by the Whistler 2020 Development Corp (WDC); and to develop a shared understanding of the funding sources for this Project. This report also seeks Council’s approval on items related to the rental framework, housing

agreement (HA) and recommended approach to financing the Project. The goal is to ensure that affordable Employee Housing (EH) outcomes associated with the Project are optimized and that the process for financing is understood. Council will also need to consider a future amendment to the “Five-Year Financial Plan (2025 – 2029) Bylaw No. 2465, 2025” (5YFP) that captures any flow of municipal reserve funds necessary to support the Project and to ensure compliance with the *Community Charter*.

Information Report

Administrative Report (Decision or Direction)

DISCUSSION

Background

Housing is one of four priority areas identified in Council’s [2023-2026 Strategic Plan](#) (Strategic Plan). The Strategic Plan specifically establishes a goal of completing Lots 2, 3 and 5 in Cheakamus Crossing Phase 2 (Phase 2) by 2026. The Project Plan (attached as Appendix A) is the final piece of this commitment, though it is expected that Council’s focus on housing more broadly will endure. Lot 2 (1400 and 1450 Mount Fee Road) is now complete and occupied and Lot 5 (1475 Mount Fee Road) is in progress with occupancy currently expected by Q1 of 2026. The Lot 3 Project Plan presented in this report aligns with Resort Municipality of Whistler (RMOW) affordable housing policies.

Project description

Lot 3 is an 8,477m² parcel located at 1600 Mount Fee Road on the eastern side of the road, between the future neighbourhood park to the north, and the River Run single-family/duplex development to the south (Fig. 1). It is across the street from Lot 5, which is currently being developed as two four-storey apartment buildings containing 105 restricted EH units. Lot 3 is zoned RM-CD2 (Residential Multiple – Comprehensive Development 2); the allowable use is townhouses for EH.



Fig. 1. Project Location

Planning for Lot 3 took place through Q3 and Q4 of 2024, and involved a collaborative effort between the RMOW, WDC and the Whistler Housing Authority Ltd. (WHA), the entity that is expected to become the building owner.

WDC submitted a rezoning application and development permit in late 2024 to amend the Lot 3 parcel zoning to accommodate a proposed apartment. The rezoning contemplates adding ‘apartment for EH to the allowable uses (currently limited to ‘townhouses for EH’) and proposes to increase the density (gross floor area and floor space ratio), height, site coverage and lower the minimum parking standard to one stall per apartment unit, two stalls per townhouse unit, plus visitor parking. This aligns with the parking requirement for the other buildings in the Phase 2 neighbourhood. A zoning amendment bylaw for Lot 3 is proposed to be presented to Council in March 2025.

The Project proposes one five-storey apartment building with 105 units, comprised of 14 studio units (including 10 accessible units), 75 one-bedroom units, and 16 two-bedroom units (including three accessible units); it also includes 20 three-bedroom townhome units in four two-storey buildings built over a shared one-level parkade (Fig. 2). The design prioritizes optimizing the site density and number of units, while being sensitive to the interface with the adjacent neighbourhood park and the single-family/duplex lots in River Run. Design development incorporated feedback from RMOW and WHA staff and the WDC Planning and Development Committee and reflects learnings from the previous WDC projects in Cheakamus Crossing. The Project was reviewed once by RMOW’s Advisory Design Panel (ADP) as part of the rezoning and development permit review processes; ADP suggested design revisions and requested to review the Project a second time prior to Development Permit approval.

The unit mix in the apartment building is mainly studio and one-bedroom and responds to the demand demonstrated on the WHA waitlist and the [RMOW Housing Needs Report](#) (Housing Needs Report). The 20 townhomes are an opportunity to add an alternative housing type to the WHA rental inventory. Unit design and interior specifications are proposed to be like previous WDC builds, with quality appliances and durable finishes. Each unit features in-suite storage; this will be minimal in the accessible units, so those will be provided with an additional locker in the parkade.



Fig. 2 Lot 3 Site Plan

Domestic hot water will be provided by the District Energy System, and space heating will be provided by electric baseboard. Each unit will be provided with a heat pump in the primary living area to meet

updated Building Code requirements for space conditioning. The buildings will be designed to Energy Step Code 4, as required by the Phase 2 sustainability covenant.

Construction Timeline

WDC proposes a two-and-a-half-year construction timeline, with excavation and site work starting as early as Q2 of 2025, and occupancy projected for Q1 of 2028. The site is already serviced and cleared; some grading and excavation has been completed under a previously issued Development Permit. The RMOW's approval timeline anticipates WDC's proposed construction schedule.

Analysis

Consideration of the Project Plan for approval must take a few factors into account. The building itself, what it looks like and the specific mix of housing it is designed to provide. It needs to consider how the building will be operated once complete; how its use is defined by the HA and what community benefit will result from its construction. The economics of the Project must also be considered. Not only the costs but also the equity required to deliver the units to the required affordability standard. The current operating environment is such that even after maximizing the efficiency of the design (unit space optimization), there is a meaningful gap between the development's economic value on completion and its construction costs. This figure is \$16.1M using current cost estimates. Construction costs themselves are less certain today than at any time in recent memory. Approval of the Project Plan must be informed by all these factors, and the approval itself, because of the elevated uncertainty, must also be more flexible than in many recent projects. In other words, if a significant change in the construction materials market occurs in the near term, the Project risk profile will need to be reviewed and a decision to move forward may need to be paused until greater certainty regarding impacts of inflation can be obtained.

The building. The Project Plan (attached as Appendix A) describes one five-storey apartment building, and 20 townhouses built over a shared parkade, and contemplates a 2.5-year construction timeline.



Fig. 3 Apartment entry

The estimated cost. The budget for this Project is currently estimated at \$62.4M, based on comparable-cost analysis using current, Lot 5 and Lot 2 project costs, and accounting for estimated inflation. The numbers will become more certain as building plans are refined and work is tendered. The Project is currently moving toward building permit submission, meaning details are being developed beyond preliminary building models. As such, there is growing certainty in costs, but at this time the costs proposed should be considered well informed estimates.

Housing agreement. Staff are seeking Council direction to work with WHA and WDC to craft a HA limiting the use of Lot 3 to rental tenure, establishing occupancy and eligibility restrictions, maximum rental rates and administration and management restrictions of the dwelling units that reflect current municipal EH standards for WHA rental properties consistent with *Council Policy K-01: Employee Rental Housing* (Policy K-01), as well as the terms for HAs established within the Community Land Bank Agreement and with the provincial housing covenant. Rental rates should also be established to align with requirements of potential project funding programs (e.g. B.C. Housing or Canada Mortgage and Housing Corporation).

For the purposes of equity modelling, the Project Plan establishes a rent of \$4,798/month for each of the 20 three-bedroom townhomes, which is based on a widely used affordability metric for middle-income housing, reflecting 30 per cent of household income for families in the 75th income percentile in British Columbia, allowing for project inclusion under potential funding programs. This is a different metric than the rent geared to income (RGI) approach used in Policy K-01 but allows the pro forma to work under the proposed financing scenario. The proposed rents are still below market rates. WHA tracks advertised rents for different unit types in Whistler and between 2021 and 2024, rents for three-bedroom attached dwellings (i.e. townhomes) ranged between \$7,000 and \$7,700/month.

Staff propose to bring forward a housing agreement bylaw for Council approval in March 2025; amendments to Policy K-01 or other Council policy updates, to accommodate proposed townhouse rents would follow in Q3.

Risks and risk mitigation. The Project Plan identifies potential risks and proposes risk mitigation approaches. Standard risks for a project of this type include interest rate uncertainty, equity availability and level of demand for new housing at the time the units are made available to the WHA rental waitlist. RMOW and WHA staff are pursuing grant and financing opportunities to address equity requirements and remain optimistic that solutions will be identified. WDC and WHA are engaging with potential lenders early to secure favourable interest rates.

RMOW and WHA staff are confident that strong demand will exist for the units upon completion, and the Project design and unit mix is based on data inputs including the WHA rental waitlist and the Housing Needs Report.

WDC has confidence in the Project budget, which includes appropriate contingencies and will leverage strong relationships with sub-contractors and trades that have been developed during construction of the previous Cheakamus Crossing projects.

Supply chain and tariff threat. A unique emergent risk is the impact of looming international trade disputes and tariff threats. This risk will be mitigated by identifying and potentially creating contingency allowances for budget elements at higher risk of tariff inflation and identifying alternative supply chains where possible. WDC's general contractor delivery model facilitates close management of sub-trades and suppliers, allowing more security and confidence in decision making regarding managing fluctuating costs. The RMOW will need to lean on the expertise that exists within the WDC board and staff to flag significant changes in costs due to tariffs. The RMOW and WDC will also need to be live to

sudden or uncertain risks that may not be able to be controlled, and therefore be prepared to alter the timing of the Project, if the risks are significant and can impact Project viability.

WDC will develop and maintain a risk register to document potential risks to the Project and develop and implement mitigation measures accordingly.

The second recommendation listed on page one: *“That Council direct staff to return to a future Regular Council Meeting with an updated recommendation if Project costs increase by 10 per cent or more before Project initiation”* is meant to guard against potential future cost inflation, by providing full visibility to Council of changes to the cost estimate before they reach a troubling magnitude and to allow Council to consider decisions in light of the best information available at each decision point.

Equity requirement. All affordable rental housing developments, including Lot 3, require a contribution of (non-repayable) equity to bridge the difference between cost of construction and the economic value of the Project at completion. Economic value is a function of net operating income expected from the units, which in turn is driven by gross rents net of operating expenses. Economic value can also be understood as (roughly) the value of mortgage available to the Project on completion. Page 13 of the Project Plan describes an estimated equity requirement for the Lot 3 apartment building of \$16.1M under the appropriate “Apartment at K-01 +TH” approach. This equity amount assumes a 30-year amortization and 4.5 per cent interest, which are the same assumptions as were used for Lot 5. The numbers that inform this value come from WHA and are based on best-available current information, using the same assumptions for amortization from Lot 5.

There are typically four unique sources for potential equity funding for EH rental buildings. These are:

1. WHA surplus funds (generally, free cash from operations and proceeds from new borrowing);
2. The RMOW Cheakamus Crossing Affordable Employee Housing (CCA EH) Reserve;
3. The RMOW EH Reserve; and
4. Grants and preferable financing from provincial and federal housing programs.

In this case, the Project Plan anticipates drawing on each of these sources to provide the equity for Lot 3:

- 1) WHA will contribute \$3M from its own accounts;
- 2) The RMOW is requested to contribute a total of \$5.9M: \$3.1M from the CCAEH Reserve and \$2.8M from the EH Reserve;
- 3) The additional required \$7.2M will come from grant funding from other levels of government.

When these grants have been secured, an updated financing strategy will be brought to Council.

Given that there are no deposits currently planned from the WDC into the CCAEH Reserve, and given that the amount of money flowing into the EH Reserve from sources like Tourism Whistler contributions and excess RMOW Municipal Regional District Tax funds appear to have fallen below \$1M per year, one can fairly assume that the RMOW’s ability to contribute to future affordable EH projects, particularly projects of this scale, is going to be limited going forward. As things stand today, it will be 2029 before the RMOW is able to contribute \$5M in equity to a new project.

Staff are recommending that Council hold on approving any equity allocations until potential grant awards are confirmed, so that the best pathway for equity funding can be confirmed. As such, staff will report back to Council with an amendment to the 5YFP that reflects the recommended movement of reserve funds in support of the Project and identification of the combination of grants and preferential financing that satisfies the funding of the equity gap.

POLICY CONSIDERATIONS

Relevant Council Authority/Previous Decisions

[June 7, 2022, Administrative Report No. 22-085](#) – Transfer of Cheakamus Crossing Phase Two Lots 2, 3 and 5 to WDC – authorized the transfer of these lots in June 2022.

[April 23, 2024, Administrative Report No 24-043](#) -- WDC – Transfer of Cheakamus Crossing Employee Affordable Housing Reserve Amendment

2023-2026 Strategic Plan

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

Strategic Priorities

Housing

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

Climate Action

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

Community Engagement

Strive to connect locals to each other and to the RMOW

Smart Tourism

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

Not Applicable

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

Community Vision and Official Community Plan

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

The OCP contains three Goals, one Objective and 13 different Policies that refer to affordable or EH. This fact speaks to the paramount importance of EH initiatives, and by extension the importance of doing thorough analysis to expedite delivery of new EH units. In addition to the Goals, Objective and Policies noted above, the recommended resolution is also consistent with the OCP Vision Characteristic (Community/Quality of Life) as well as the aligned Squamish-Lillooet Regional District Growth Strategies of:

- Support a Range of Affordable Housing
- Achieve a Sustainable Economy (by housing workforce locally)
- Create Healthy and Safe Communities

The OCP recognizes a critical need for additional EH and sets a target of developing an additional 1,000 new employee beds over the five-year period from 2019 to 2023. The recommended resolution included within this report is consistent with the goals, objectives and policies included within the OCP. The development of Lot 3 will facilitate the completion of secure affordable employee housing in Whistler and is consistent with Whistler's OCP and growth management policies.

BUDGET CONSIDERATIONS

The RMOW consolidates results for its subsidiary corporations (WDC, WHA) as well as controlled entities (Whistler Valley Housing Society) into its financial statements. This is where the EH activities of the broader RMOW organization are most visible to external stakeholders.

In the RMOW's annual 5YFP, activities undertaken by subsidiaries are only considered where municipal funds are involved. For example, in the case of an interparty lending arrangement or a project that is funded by RMOW-controlled reserves. Amending the 5YFP to include consideration for the reserve transfers outlined above is an important step in the process of Project approval. This Project cannot move forward without the equity contribution, and the equity contribution can only be made following successful resolution of recommendation number five above.

LÍLWAT NATION & SQUAMISH NATION CONSIDERATIONS

The RMOW is committed to working with the Lílwat 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 planning on unceded territories, as currently managed by the provincial government; achieve mutual objectives and enable participation in Whistler's resort economy.

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

A rezoning sign has been erected on the subject Property; rezoning notification will be issued as required by legislation.

REFERENCES

Appendix A – WDC Lot 3 Project Plan
Appendix B – WHA Letter to RMOW Equity Contribution

SUMMARY

This is the fourth Project Plan submitted for consideration by WDC for Cheakamus Crossing Phase 2. Each plan represents an opportunity to introduce refinements to the process and improvements to the communication between participating entities. This report aims to make small changes to how the Lot 3 Project is described and how specifically the flow of funds is detailed.

The most important thing to understand about the Project is that construction costs remain high, with required subsidies testing new levels. The RMOW has been hard at work to identify and activate new sources of funds to flow into EH reserves, which is fortunate because without this proactive work, this Project would likely be undeliverable. The equity requirement for this Project is a significant investment

and must be considered carefully. But with the newly established fund flows, the proposed equity contribution is manageable over the stated three-year construction period. Total EH reserve balances at the end of 2026 are forecast to be only slightly below year-end 2023 amounts, and so this pace and scale of investment appears to be largely sustainable given what we currently understand about construction costs and other funding avenues like hotel tax revenues and WHA cashflow. Staff will return to Council with an updated financial strategy when grant commitments of at least \$7.2M have been confirmed; until that point staff are recommending that Council provisionally endorse the requested equity contribution of \$5.9M.

As is the case with forecasts and estimates, the outcomes are likely to look different than what was expected, hopefully by a small amount. Should everything go approximately to plan, there is much to look forward to with this Project with the revised EH funding model proving itself out. However, it is necessary to be hyper-vigilant regarding potential escalating factors that are beyond RMOW/WDC control. Prior to construction start, there could be inflationary factors (particularly around material costs and supply chain) that exceed the contingency of the Project budget that moves this Project into questionable territory regarding financial viability. Staff and WDC will be diligent in monitoring these situations and ideally resolving in advance but will also report back to Council if any significant financial or timeline impacts appear that may be unavoidable.

This report recommends endorsement of the Project Plan and provisional endorsement of a \$5.9M equity contribution, contingent on staff returning with an updated financial strategy that includes grant commitments from other levels of government totalling at least \$7.2M.

SIGN-OFFS

Written by:

John Chapman,
Manager of Projects Planning

Carlee Price,
Chief Financial Officer

Reviewed by:

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Dale Mikkelsen,
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Virginia Cullen,
Chief Administrative Officer



Whistler 2020 Development Corporation

Project Plan: Lot 3 – 1600 Mount Fee Road February 25, 2025 – Rev.1



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1. Background

Lot 3 in Cheakamus Phase 2 was zoned in 2020 for three storey townhome buildings with a site Gross Floor Area (GFA) of 4,300 sq.m and a maximum Floor Space Ratio (FSR) of 0.50. Subsequent to rezoning, several alternate site options were investigated, including options for higher density with underground parking. Based on these concepts a DP and associated Site Alteration permit to permit site grading were issued in 2022. The site is currently cleared and partially graded for a concept with underground parking.

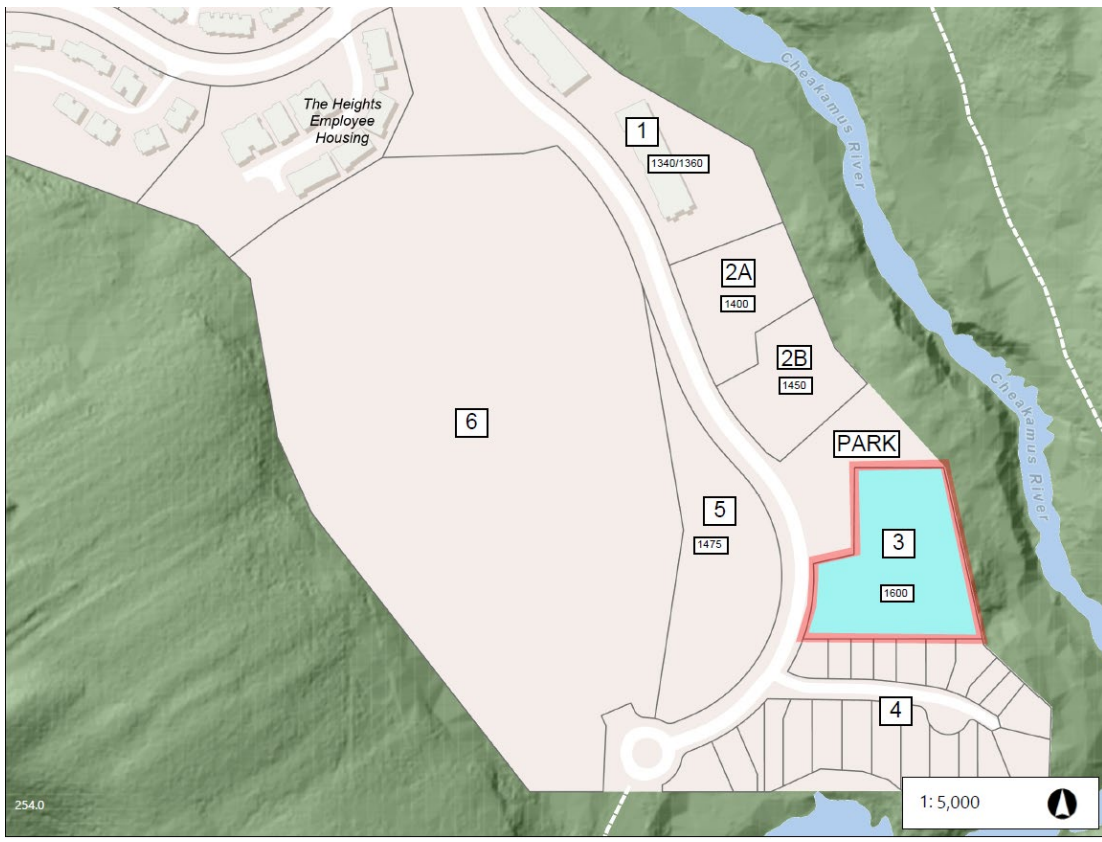
To kick off the most recent design phase, Siegrist Architecture was retained to develop preliminary site design concepts. Siegrist is also the project architect for the Lot 5 project currently under construction. The focus was on maximizing the site density and number of units, while being sensitive to the interface with the adjacent single-family/duplex lots and Park. Several concepts were shared with RMOW Planning Staff in March 2024. These site concepts included:

- 5 Storey and 3 Storey Apartment Buildings (152 Units)
- Hybrid – 5 Storey Apartment (95 Units) + 30/37 Townhomes (Stacked)

Based on feedback received, WDC advanced the hybrid design option with a 5-storey apartment building and 4 townhome buildings. All buildings are located on top of a common parkade structure that will provide parking for all apartment and townhome units. WHA input was received to optimize the unit mix for the apartment building to align with waitlist demand. Using standard unit plans developed on previous rental projects, an apartment building design was developed that included 105 units in a 5-storey building, stepped to 3 storeys at the south end.

The initial townhome buildings were presented as 3-storey, 6 plex buildings (with 24 3-bedroom units). Based on feedback from the WDC Planning and Development Committee the townhomes were revised to 2-storey, 5 plex buildings. This created a more efficient, 3-bedroom floorplan which is simpler to construct and therefore more cost-effective.

A zoning amendment application to increase the permitted density to 8,800 sq.m. with an FSR of 1.04 was submitted on Nov.25.2024. A Development Permit application was submitted on Dec.13.2024. A Preliminary version of the Project Plan was endorsed by the WDC Board on December 12, 2024. The WHA Board received a copy of the Project Plan for review at their Jan.28.2025 meeting.



Lot 3 – Location Context Plan

2. Project Summary (December 2024)

Project Description

Lot 3 is proposed to be a five-building WHA operated rental development. Building 1 (apartment) includes 105 units with a gross floor area of 73,358 sq.ft. Buildings 2 through 5 (townhomes) include 20 units with a gross floor area of 25,932 sq.ft. Unit types include:

Apartment Units

- 14 - Studio (1 bath) – Standard & Accessible
- 75 - 1 bed (1 bath) - Standard
- 8 - 2 bed (1 bath) – Standard & Accessible
- 8 - 2 bed (2 bath) - Standard

Townhome Units

- 20 - 3 bed (2 bath)

Preliminary floorplans are included in Appendix IV.

The buildings will be constructed over a combined one-storey parking structure. The apartment building offers a range of unit types, focused on providing one bed units to meet the strong demand for this unit type from the WHA Rental Waitlist. A total of 13 accessible units are provided. The townhome units will be suitable for families and groups of unrelated adults/roommates. The unit designs are influenced by feedback from the WHA on recent employee housing buildings and the WDC Planning & Development Committee.

Cheakamus Crossing Phase 2 - Lot 3 - 1600 Mount Fee Road						
Rezoning Submission - Nov.2024						
Current Zoning: RM-CD2						
GFA = 4,300 sq.m. / FSR = 0.50 / Site Area = 8,480 sq.m.						
			Floor Area		Total	
Unit	Type	Qty.	sq.m.	sq.ft	sq.m.	sq.ft
Buildings 2 through 5 - Townhomes						
D1-A	2 Level - 3 Bed - Mid.	12	120.16	1,293.54	1,441.94	15,522.48
D1-B	2 Level - 3 Bed - End	3	121.20	1,304.69	363.59	3,914.07
D1-C	2 Level - 3 Bed - End	4	121.27	1,305.50	485.09	5,222.00
D1-D	2 Level - 3 Bed - End	1	121.20	1,304.69	121.20	1,304.69
Total	Townhomes	20			2,411.83	25,963.24
Building 1 - Apartments			Efficiency:	84.10%		
A1-A	Studio	4	38.33	412.61	153.32	1,650.44
A1-B	Studio -Accessible	3	38.32	412.50	114.96	1,237.50
A1-C	Studio -Accessible	4	38.53	414.81	154.13	1,659.24
A1-D	Studio -Accessible	2	38.61	415.65	77.22	831.30
A1-E	Studio -Accessible	1	38.33	412.61	38.33	412.61
B1-A	1 Bed	55	53.22	572.92	2,927.14	31,510.60
B1-B	1 Bed	5	53.23	573.03	266.16	2,865.15
B1-C	1 Bed	5	53.30	573.82	266.52	2,869.10
B1-D	1 Bed	5	53.23	572.97	266.13	2,864.85
B2-A	1 Bed	5	52.84	568.82	264.20	2,844.10
C1-A	2 Bed / 2 Bath	5	77.29	831.99	386.43	4,159.95
C1-B	2 Bed / 2 Bath	3	77.28	831.87	231.83	2,495.61
C2-A	2 Bed / 1 Bath	5	73.04	786.32	365.22	3,931.60
C2-B	2 Bed / 1 Bath - Acc.	3	73.15	787.51	219.46	2,362.53
Total	Apartments	105			5,731.05	61,694.58
Total Units		125				
Unit Mix - Summary						
Apartments - Studio		14		Common (Apt. Bldg)	1,083.46	11,663.39
Apartments - 1 Bed		75		Total (Apt. Bldg.)	6,814.51	73,357.97
Apartments - 2 Bed		16				
Townhomes - 3 Bed		20		Total Project		99,321.21
FSR Exclusions (Storage)						3,969.02
Total Zoning Area						95,352.19
Total Site Area						91,286.87
FSR - Calculated						1.04
FSR - Permitted						0.50

Lot 3 – Project Statistics Table

Project Specifications

Project specifications are preliminary at this time and will be further developed in consultation between WDC and WHA. They will generally follow the standards set for recent WHA projects.

As a rental property all specifications are geared to consider initial costs as well as long term durability and maintenance costs.

Interior (Apartment Units)

- Appliances - Each unit includes a standard appliance package – 30” Fridge, 30” Range, Dishwasher, Hood Fan. Accessible units will be provided with a modified appliance package.
- Millwork – Durable finishes on millwork surfaces, laminate countertops. Double sink (single in Studios) in kitchens with space for garbage/recycling under the sink.
- Bathrooms will include vanity/sink, toilet and combo tub/showers. Accessible studio units will replace the tub/shower with an accessible shower.
- Flooring – Vinyl Plank
- In suite storage will include bedroom closets. Some units will also include a linen/pantry closet. All units, except accessible units, will include an in-suite storage room ranging from 30 to 45 sq.ft. As the accessible units require additional circulation space under the updated BC Building Code, they will be provided with a storage locker in the parkade.

Interior (Townhome Units)

- Appliances - Each unit includes a standard appliance package – 30” Fridge, 30” Range, Dishwasher, Microwave/Hood Fan. Townhome units will also include a stacked washer/dryer unit.
- Millwork – Durable finishes on millwork surfaces, laminate countertops. Double sink in kitchens with space for garbage/recycling under the sink.
- Bathrooms will include vanity/sink, toilet and combo tub/showers.
- Flooring – Vinyl Plank on ground floor and carpet on second floor.
- In suite storage will include bedroom closets. All units will include an exterior accessed storage room, approximately 80 sq.ft. in size. Each unit will also have a storage locker in the parkade.

Exterior

- Exterior finishes will primarily be Hardie Panel material for durability, ease of maintenance and fire resistance.

- Profiled metal siding panels will also be used to provide texture and relief to the façade with low long term maintenance costs and fire resistance. Stone accents will be used at the townhome entrances to help define the entries.

Common Facilities

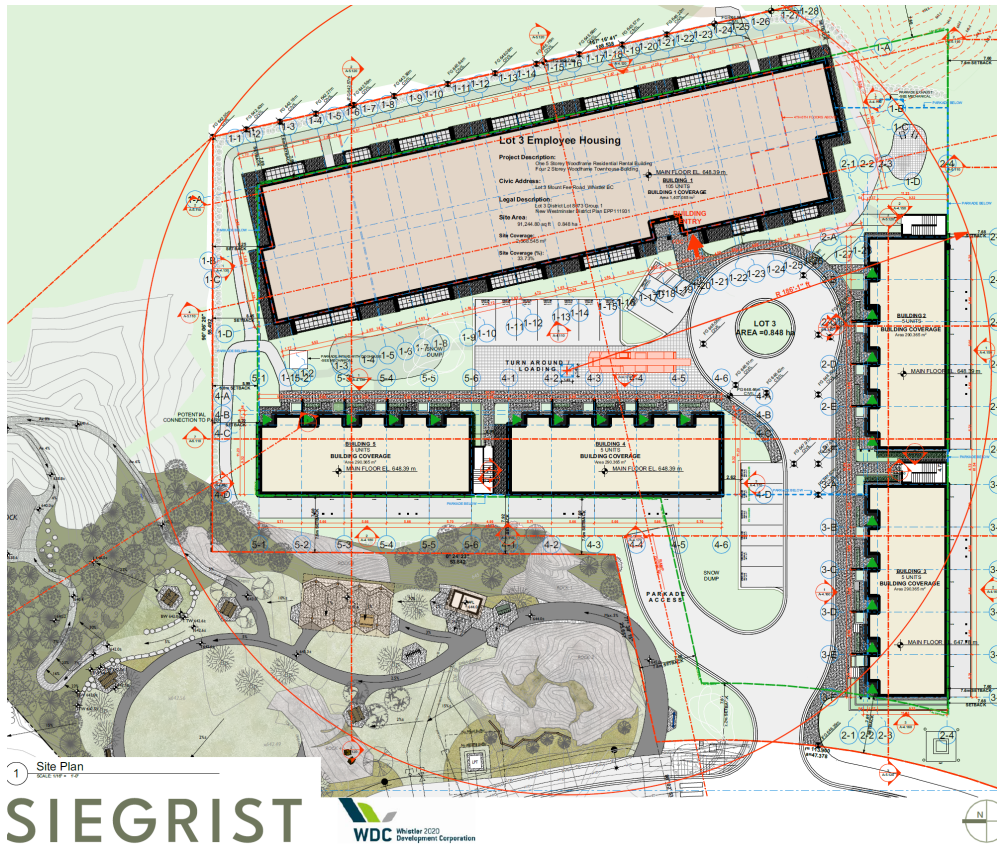
- A common laundry room for the apartment building will be located on the ground floor, adjacent to the main entrance lobby.
- A Canada Post mailroom/parcel room to service the apartment building will be located on the ground floor, adjacent to the main entrance lobby. The townhomes will be serviced by a Canada Post mailbox unit located near the property entrance from Mount Fee Road. (Subject to Canada Post review).
- Parking – A total of 160 parking stalls will be provided for residents (1 per apartment unit and 2 per townhome unit) and 15 stalls for visitors. Parking is located in a single level parkade with a single access. All residential stalls will be pre-ducted for a managed EV charging system. 3 visitor stalls will be provided with a level 2 EV charger. Low profile curbs on the main driveway will permit short term drop off/unloading for the townhome units.
- The apartment building will be serviced by two elevators connecting to all levels and the parkade. Access to the townhomes from the parkade will be provided by three enclosed stairwells located adjacent to the townhome blocks.
- A central Garbage/Recycling Room for all residents is located in the parkade adjacent to the entrance.
- A bike storage room is located in the parkade with approximately 128 spots. Electrical outlets will be provided to allow for e-bike charging. A bike wash/repair station is located at the entrance to the parkade.
- A landscaped courtyard will be provided with pathways, lawn and seating areas. Path connections will be provided to the adjacent trail network.

Mechanical Systems & Energy

- Domestic Hot Water (DHW) will be provided by the DES with electric back-up.
- Heating will be provided in units using electric baseboard heaters.
- Cooling
 - The updated BC Building Code (2024) requires that all multi-family units have one room capable of being maintained at a temperature of 26 deg.C. or less. The mechanical consultant has advised that this cannot be achieved without a mechanical cooling system. For the apartments, a single Packaged Terminal Heat Pumps (PTAC – e.g. Innova) will be provided

in the primary living area. For the townhomes, split cooling units will be used to provide cooling to the upper level bedrooms.

- The buildings will be designed to Step 4 per the covenant registered on title at rezoning (requiring current Step Code for Part 3 Buildings +1).



Lot 3 –Site Plan (Nov.2024 Rezoning Package)

Current Site Status

Lot 3 has all required underground service connections to the property line, ready for construction. The site is currently cleared and partially graded for an earlier development concept with underground parking. There is no existing vegetation on site. The site is currently being used as a staging area and source of backfill for the Lot 5 project. Work to complete the blasting, excavation, structural fill and foundation preparation is anticipated to start in Q2 - 2025, subject to approvals.



Lot 3 – Current Site Conditions

3. Project Financials

Project Budget

At this early stage of design development, the project budget is primarily based on comparable costing analysis from the current Lot 5 project. Adjustments have been made for some divisions (siteworks and concrete) based on preliminary drawings and assumed specifications as described above. Allowances have also been added to account for key specification differences from Lot 5 related to mechanical cooling and increased Step Code requirements. With Lot 5 we have seen a stabilization in construction costs following a period of significant increases. With that consideration, an allowance of 2.5% has also been made for inflation, assuming a one-year gap between Lot 5 and Lot 3. Land/Infrastructure costs have been applied as well as an estimate for construction period finance costs. Based on this, our current forecast for total project costs, including 10% contingency, is **\$62.9M**.

Construction Year	2021	2023	2023	2024	2025
Project	Lot 1	Lot 2A	Lot 2B	Lot 5	Lot 3
Number of units	100	30	48	104	125
Gross SqFt	93,325	24,527	37,162	79,948	98,370
Net SqFt	79,000	20,178	30,751	66,320	87,658
Efficiency	85%	82%	83%	83%	89%
Project Cost (Incl. Contingency)*	\$ 35,598,024	\$ 12,344,756	\$ 16,092,273	\$ 41,200,660	\$ 57,016,447
Project Cost (per Gross Sq.Ft)	381	\$ 503	\$ 433	\$ 515	\$ 580
<i>*Lot 1, 2A and 2B Costs are Final</i>					
Lot 3 Cost Summary					
Project Costs	\$ 57,016,447	<i>Includes Construction, Soft Costs, Contingency</i>			
Land/Infrastructure Allocation	\$ 3,262,392				
Land Transfer Costs (PTT)	\$ 78,000				
Const'n Monitoring & Interest	\$ 2,551,841	<i>Interest Rate per B.C. Housing (2025)</i>			
Total Project Costs	\$ 62,908,680				

Table 3.1 - Lot 3 Project Costs

Given that Lot 3 includes a 5-storey building and 2 level townhomes versus 4 storey buildings on Lot 5, it is expected that some cost efficiencies will be realized. As design proceeds through the Building Permit and Construction drawing stage the project budget will be refined. The project schedule will also factor into the overall project costs.

WHA Rental Waitlist and Demand

The WHA Rental Waitlist continues to exceed the available supply across all housing types. Additionally, in 2024 the WHA initiated a pilot project to expand eligibility to include qualified employees who had applied for Permanent Residency. The delivery of 48 WHA rental units at Lot 2B (The Hemlocks) in Fall 2024 and 104 units at Lot 5 in 2026 (Q2/Q3) will help to address demand. Despite the addition of these units it is expected that demand will continue to exceed supply. This is due to both projected population growth and the continued decline in affordable, private rental housing options.

The highest waitlist demand continues to be for studio and one-bedroom units. **WHA waitlist data is shown in Appendix I.** The demand for one bed units was reinforced during the tenant selection process for the recently completed Hemlocks project. Based on this high demand the unit mix for the Lot 3 apartment building was weighted towards one bed units (over 70%).

The 20 townhome units present an opportunity to add an alternate housing type to the WHA rental inventory. Although the economics of larger townhome units are

challenging, the WHA expects that there will be sufficient rental demand for these units at a rate that can support the proposed model. Rental rates will need to be established that align with any requirements under RMOW or project funding requirements (e.g. B.C. Housing or CMHC).

Rental Rate Assumptions for Equity Modelling

Apartment Units

To establish rental rate assumptions for the apartment units an assessment of projected rents under the RMOW’s K-01 policy was carried out with input from WHA Staff. The K-01 rental policy establishes a minimum and maximum rent by project and unit type with actual rents based on verified income, per Rent Geared to Income (RGI) standards. Actual rents will not be below the minimum or above the maximum. Based on this model and assuming growth in rental rates from 2024 to 2028 (building occupancy) the following rates were established:

Rentable Area		61,690	sf		
			Projected	Gross Rent	
Unit Type	Qty.	Avg.sf	Rent \$/month	\$/month	
Studio	14	413	1,700.00	23,800.00	
1 Bed	66	573	2,150.00	141,900.00	
Below Market Units			-	-	
1 Bed	9	573	2,000.00	18,000.00	
2 Bed/1& 2 Bath	16	810	2,600.00	41,600.00	
				225,300.00	
			Avg.Rent/sf	3.65	

Table 3.3 – Lot 3 Rental Rates – Apartments (Projected to 2028)

Townhome Units

The rental rate assumption for the townhomes is based on feedback on allowable rents under potential funding programs. For the purposes of equity modelling a rate of \$4,798.00/month was established. For comparison, the WHA tracks advertised rents from print and online sources. (refer to Appendix II). For 2025, advertised rents for 3 – bedroom units were \$10,500/month (average) and \$10,000/month (median).

Project Funding and Financing/Equity Requirements

Financing for the construction and operation phases of the Lot 3 project will require a combination of equity (cash, grants, etc.) and third-party debt from either a government loan program (CMHC, BC Housing) or a conventional lender. As a rental project, Lot 3 is expected to qualify for government loan programs. These programs offer significantly better terms than conventional financing and would be the preferred path. Identification of the project equity requirements and sources is critical to ensure that sufficient funds are available to proceed with the project. The funding programs utilized on recent WHA projects from both CMHC (ACLP for Lot 2B) and BC Housing (BC Builds for Lot 5) will provide guidance on expected rates, terms, etc.. These programs provide financing for both construction and takeout (operations phase). With the proposed project being a WHA rental property the WHA and RMOW will take the lead on funding applications with WDC providing support. Funding applications are expected to be submitted in March 2025.

Construction Phase

For the CMHC Apartment Construction Loan Program (ACLP) there is typically a single loan for both construction and take out with the interest rate set at the first payment draw. For B.C Housing there is a different interest rate for construction and takeout. For the purposes of the model we have assumed a B.C. Housing lending program. Construction Phase interest costs are calculated based on a detailed cash flow using a rate of 3.65% (per B.C. Housing 2025 forecast). An allowance will be added to cover construction monitoring/QS costs and fees. Progress draws will start after equity has been spent (including land value).

Operational Phase

For the Operational Phase the available takeout mortgage amount will be based on the project's Net Operating Income (NOI). NOI is calculated using projected rental revenue and operating costs. Operating cost projections were reviewed with WHA staff and are based on similar projects. Terms (Interest Rate, DSR) are per B.C. Housing and WHA input. Revenue projections are based on two scenarios:

- 1) Economic Rent – This is the minimum required rental rate for the project to be viable with typical financing standards.
- 2) Projected Rent per Table 3.3 (K-01) applied to the apartments, plus townhome rent at \$4,798/month.

The projected mortgage amount and equity requirement at completion are included in Table 3.4 below for the two NOI/rental revenue scenarios:

Lot 3 - 1600 Mount Fee Road - Apartments + Townhomes				Rev.H
Number of Units:	125			
Gross sf	98,370			
Net sf	87,658	Efficiency		89.1%
Total Project Cost (Excl. GST):	\$ 62,908,680	\$ 718		Per Net sq.ft.
Apt. Average Economic Rent	\$ 4.10	per sq.ft		
Apt. Projected Avg. K-01 Policy	\$ 3.65	per sq.ft		
TH Rent (Monthly)	\$ 4,798.00	per month		Unit - 1,300sf
Interest Rate*	4.52%			
Amortization Period	35.00	years		
	Net Op. Income†	Calc. Mortgage ††		Equity Required
Apt. at Econ. Rent + TH	\$ 3,262,614	\$ 52,090,572		\$ 10,818,107
Apt. at K-01 + TH	\$ 2,929,461	\$ 46,771,485		\$ 16,137,195
		Equity Difference		\$ 5,319,088
<i>* Interest Rate per B.C. Housing (2028 Projection)</i>				
<i>† Includes Ancillary Income - Parking & Laundry</i>				
<i>†† Mortgage assumptions - 1.1 DSR, Rate and Amortization Period as noted</i>				

Table 3.4 - Lot 3 Take Out Financing - Equity Requirements

(See Appendix III for Details)

With the assumptions outlined above it is expected that the project will require equity of approximately **\$16.1M**. As these assumptions are subject to further refinement, a range of +/- 25% (**\$12.1M - \$20.1M**) should be considered for planning purposes.

The economic rent scenario is provided to demonstrate the additional equity required to achieve the RMOW’s K-01 rental policy. WDC will work with WHA and the RMOW to refine these assumptions and confirm the equity requirements and source(s) of equity. If sufficient equity is not available alternative options to proceed are outlined in the Project Risks & Risk Mitigation section of this Project Plan.

WDC Funding Requirements

As with previous projects delivered to the WHA, WDC will enter into a Development and Construction Services Agreement (DCSA) with the WHA. WDC will require access to sufficient funds to meet its contractual obligations under the DCSA. Funds will be provided through funding agreements between the RMOW and WDC and will be sourced from the Cheakamus Crossing Affordable Employee Housing Reserve Fund (CCA EH). Funds advanced under these agreements will be transferred back to the CCAEH at project completion or earlier, per the agreement terms. It is anticipated that the following funding agreements will be required:

1. Parcel Level Funding Agreement

This agreement would provide funding to allow the project to proceed through initial construction until such time as WHA has finalized construction financing and is able to make the draw payments. This has been the case on recent WHA projects and allows the projects to stay on schedule. Based on forecasted project costs and assuming WHA can make draw payments by 2025 – Q3, the agreement would need to provide up to \$9.0M. Once the first draw payment is received, WDC would transfer back funds advanced under this agreement to the CCAEH and the agreement would be closed.

2. Credit Line Funding Agreement

This agreement would provide funds to cover statutory lien holdback amounts on each progress draw (10%) under the DCSA. Based on the project budget (Table 3.1) the DCSA value would be approximately \$58.0M. A credit line agreement for \$6.0M would cover the lien holdback amount. The funds advanced under this agreement would be transferred back to the CCAEH at the end of the lien period (55 days after Notice of Project completion). This line of credit would also provide WDC with access to funds to make month-end payments to subcontractors and suppliers in the event receipt of a draw payment from WHA is delayed. It is not expected that WDC would need funds to be advanced under this agreement until the Parcel Level Funding Agreement was closed.

Project Cashflow

Based on the proposed schedule and current preliminary budget for project costs (including construction, contingency, soft costs, land and finance) of \$62.9M the cashflow projection is as follows:

Category	Prior Years	2025		2026		2027		2028
		Q1/Q2	Q3/Q4	Q1/Q2	Q3/Q4	Q1/Q2	Q3/Q4	Q1/Q2
Project Costs	\$1,262,456	\$3,896,150	\$6,898,990	\$9,091,670	\$12,201,520	\$12,486,602	\$9,920,862	\$1,258,197
Land			\$3,340,392					
Finance Costs				\$161,523	\$499,235	\$678,547	\$895,632	\$316,904
Cumulative	\$1,262,456	\$5,158,606	\$15,397,989	\$24,651,182	\$37,351,936	\$50,517,085	\$61,333,579	\$62,908,680

Subject to final financing program and terms it is expected that equity requirements will be satisfied by Q2-2026.

4. Project Schedule

Approvals

As proposed, the project requires a rezoning process to be completed as well as the standard Development Permit and Building Permit processes. Actual submittal dates are as follows:

- Rezoning – Nov.25.2024
- Development Permit – Dec.13.2024
- Building Permit – Jan.31.2025

Based on preliminary discussions with the RMOW Planning Staff it is anticipated that permits will be in place by May 31, 2025. A separate application for a Site Alteration permit will be made to facilitate the completion of site grading and excavation works ahead of full permits.

Construction

A significant portion of the site grading and excavation has been completed under a previously issued site alteration permit. With permits being issued in late May it is not possible to complete foundations and suspended slab work in 2025 so completion will be in 2026. Given the layout of the site only a single crane located at the center of the site is feasible. With a single crane, framing work on the apartment cannot commence until the suspended slab is complete. Townhome framing will commence when the apartment framing is nearly complete. Per the below schedule, delivery of completed units would occur in Q1-2028. Once key milestone dates and project scope are confirmed, potential measures to improve the delivery date will be explored.

	2024				2025					2026					2027					2028														
	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
Approvals	APPROVALS																																	
Parkade					SITE PREP	FOUNDATIONS/SS				FNDS/SS																								
Apartment - Bldg.1																FRAME+ROOF					SUBTRADES & EXT.			FINISHING										
Townhome - Bldgs. 2 - 5																FRAME+ROOF			SUBTRADES & EXT.			FINISHING												

5. Project Risks & Risk Mitigation

At this early stage of project planning there are numerous risks that need to be considered. With each risk, mitigative steps should be identified to reduce the likelihood of a risk materializing. Additionally, measures should be developed to ensure that a path forward has been established should a risk materialize.

The risks to the Lot 3 project can be captured in two categories:

- Economic/Financial Viability
- Execution/Construction Phase

Economic/Financial Viability Risks

Risk 1 – Insufficient Equity Availability

Mitigation Options/Strategies (Reduce Required Equity):

- Investigate options to increase rental revenue. (e.g. rental of a portion of apartment units to qualified businesses at premium rental rates).
- Reduce scale/scope of project. Note that this may require a redesign and cause a delay. Any BP submission after March 10, 2025 would require unit designs that meet the updated B.C. Building Code adaptability standards (100% adaptable units), which would likely impair project economics.
- Option to sell units or a portion of the building to individual purchasers (WHA waitlist), businesses or an institution to reduce equity and debt amounts.

Risk 2 – Increase in interest rates

Mitigation Options/Strategies:

- Engage with potential lenders early in the project timeline to ensure the best interest rates and other terms can be expected and achieved.

Risk 3 – Insufficient demand for townhome rental from WHA Rental Waitlist

Mitigation Options/Strategies:

- Relaxations to K-01 policy to expand eligibility options (e.g. couples, roommates, local businesses and agencies, etc.).
- Consider the sale of townhomes to qualified employees on a cost recovery basis. Note that this would likely increase the equity requirement for the rental apartment building. Financing would be more complicated as ownership townhomes would not qualify for CMHC or B.C. Housing financing. The completed project operating/legal structure would need to be considered (e.g. sectioned strata).
- Potential sale of units to qualified businesses.

Risk 4 – Insufficient demand for apartment rental from qualified employees

Mitigation Options/Strategies:

- Consider the sale of both apartments and townhomes to qualified employees. This would require some adjustments to the project specifications to meet ownership standards (e.g. in suite laundry in apartment units). Sufficient equity would need to be made available to WDC to obtain conventional construction financing to deliver the completed units.
- Potential sale of units to qualified businesses.

In order to assess the likelihood of the Economic/Financial viability risks it is critical that WHA/RMOW/WDC advance discussions with lenders to confirm financing programs, interest rates and equity requirements and sources.

Execution/Construction Phase Risks

Adhering to good project management principles, WDC ensures that a risk assessment and mitigation process is applied to all projects. Although each project is unique, there are typical risks for building projects like Lot 3. These include:

- Approval Delays – Delays to Construction Start which could impact schedule and budget.
- Project Budget
 - Pre-Construction – Scope Creep (e.g. Building Code & Specifications)
 - Sub-Contractor/Trades Availability

- Inability to confirm pricing for some project elements (e.g. lumber package) until after project has started.
- Unique Risk - Impacts of Canada/USA Trade Dispute and Tariffs.
- Construction
 - Sub-Contractor & Supplier Non-Performance
 - Consultant Coordination Issues
 - Damage to Project under construction – Fire, Flood, Wind, Vandalism
 - Schedule Delays, Material and Equipment late deliveries
 - Schedule/Timing - (e.g. Winter Conditions / Wildfire - Work Curtailment)
- Post Delivery
 - Significant deficiencies/system performance issues
 - Premature failures of building components and finishes

Potential strategies that can be applied to mitigate these risks are:

- Understand approval timelines and meet application date milestones with submission of complete application packages.
- Ensure appropriate contingencies are included in budgets. Apply targeted contingencies to any higher (or lower) risk elements.
- Identify budget elements at a higher risk of tariff induced inflation and ensure alternatives are available. Given the timeline of this project it is anticipated that supply chains will have adjusted to low/no tariff supplier at time of procurement. The current Project Costs allow for a 2.5% inflation above Lot 5 costs and include 10% contingency. It is anticipated that any potential impacts from trade/tariff issues will be within these allowances.
- Include appropriate allowances for inflation in preliminary/pre-tender budgets (especially when using comparative costs).
- Maintain a stable of reliable Consultants with previous WDC project experience.
- WDC - General Contractor Delivery Model. This facilitates close management of individual sub-trades and suppliers.
- Project Scheduling – Include Key Procurement tasks. Identify long lead time components and ensure timely procurement. Monitor progress.
- Develop & Maintain Sub-Contractor & Supplier Relationships. Monitor performance.
- Build Detailed Budgets w/Sub-Contractor input early in the budgeting process. Particularly important when analyzing options.
- Place and maintain Project Insurance coverage. Identify and ensure coverage for project specific risks.

- Ensure robust processes are in place for quality assurance/consultant reviews.

WDC will continue to develop a project risk register to ensure that all risks for Lot 3 are identified and that appropriate mitigation measures are developed and implemented.

6. Conclusions & Recommendation/Next Steps

The construction of affordable housing continues to be very challenging in terms of costs related to both construction and financing. Recent amendments to the B.C. Building Code (e.g. cooling requirements) have added to these cost pressures. The easing of interest rates below recent peaks is one positive that does improve project economics. Additionally, new sources of equity from higher level governments (e.g. BC Builds) may help address the equity difference required to help bring rents closer to K-01/RGI standard, improving affordability for Whistler employees.

Recommendations/Next Steps - That the Lot 3 Project Plan will be evolved by WDC, working with the WHA and RMOW to refine the following:

- Confirm and refine rental rate and operating cost assumptions, and associated equity requirements. Correlate to potential funding sources (ACLP, B.C. Housing etc.)
- Identify additional funding (equity)/financing opportunities from the RMOW and Senior levels of government and confirm roles and responsibilities to pursue/make applications.
- Confirm availability of equity from WHA and RMOW sources.
- Confirm and refine the project budget and construction costs concurrently with building design evolution and preliminary costing with suppliers and trade contractors.
- Deeper analysis of potential impact of Canda/USA trade dispute and potential increases in specific construction material costs. Identification of alternate suppliers, specifications to minimize impact.
- Confirm any additional costs and requirements to meet Funding Program requirements (e.g., Appraisal, Quantity Survey Report, Environmental and Energy Reports, etc.)

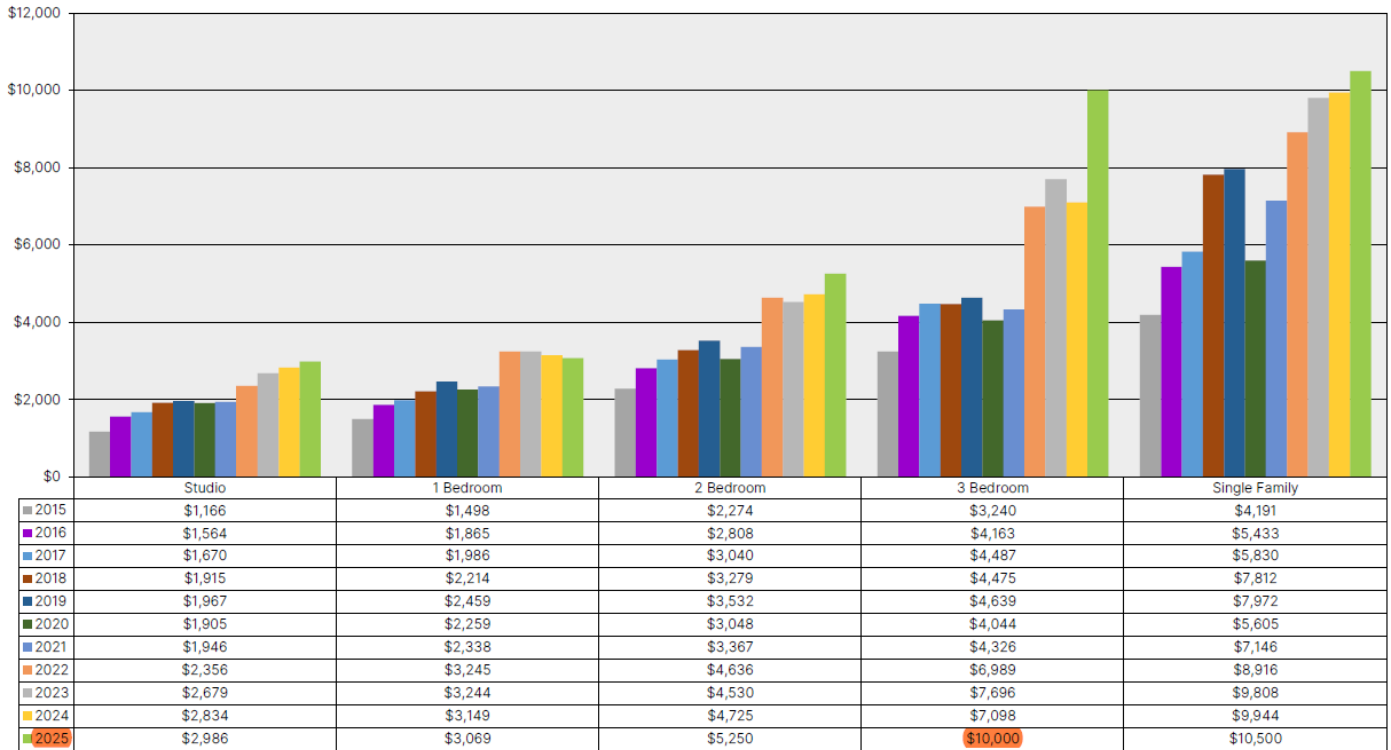
7. Appendix

- I. WHA Waitlist Data (Rental & Ownership)
- II. Advertised Rental Rates – Average & Median
- III. Equity Calculation Detail
- IV. Unit Floorplans (Nov.2024 Rezoning Plans)

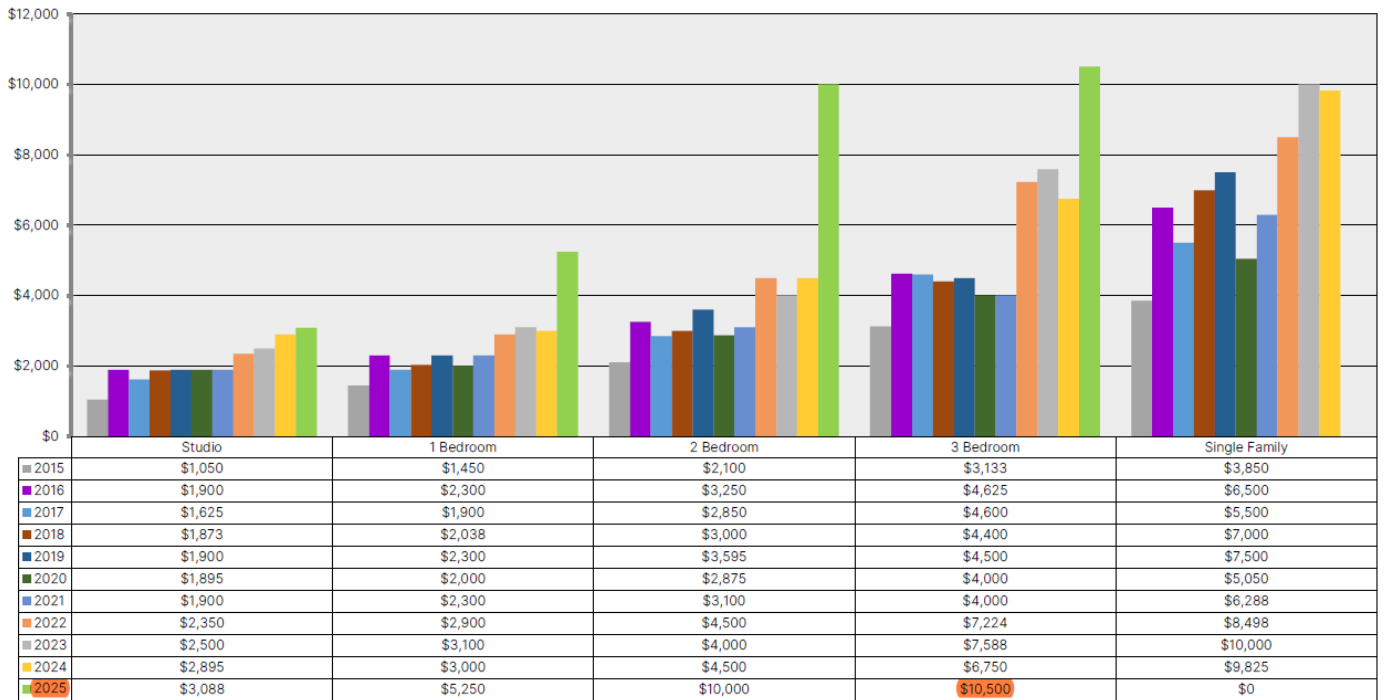
I. WHA Waitlist Data (Rental & Ownership)

RENTAL WAITLIST	2024	2023	2022
Total	675	602	466
Average Time on List (years)	2.1	2.5	3.5
<i>Waitlist Demand</i>			
Studio	507	424	391
One Bedroom	601	495	436
Two Bedroom	140	110	74
Three Bedroom	47	39	22
For 2024 - 503 Rental Waitlist Candidates are not currently housed in WHA rental or ownership properties. Household Types for these are:			
Singles/Couples - No Dependants*	451		
Households with Dependants	51		
Unrelated Adults	2		
* 27 of singles/couples are Senior Households			
OWNERSHIP WAITLIST	2024	2023	2022
Total	1220	1164	1095
Average Time on List (years)		8.2	3.2
<i>Waitlist Demand</i>			
One Bedroom		856	787
Two Bedroom		1076	1003
Three Bedroom		1017	952
Duplex		598	578
Detached		573	547

II. Advertised Rental Rates Average & Median (WHA Monitoring)



AVERAGE Advertised Rents



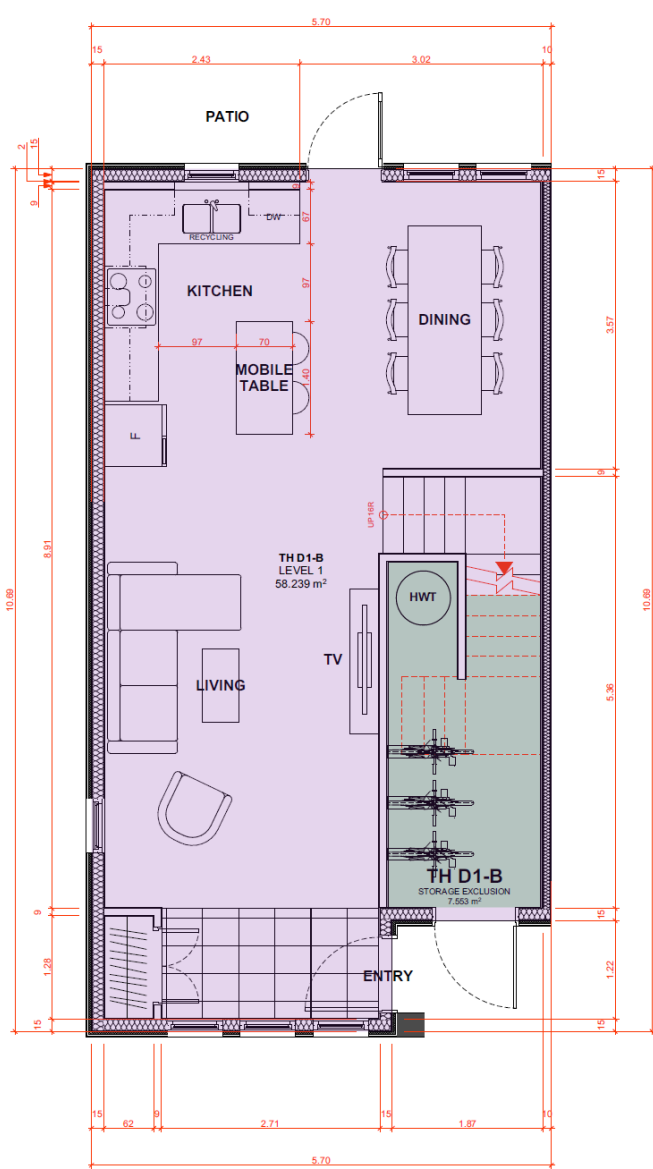
MEDIAN Advertised Rents

III. Equity Calculation Detail

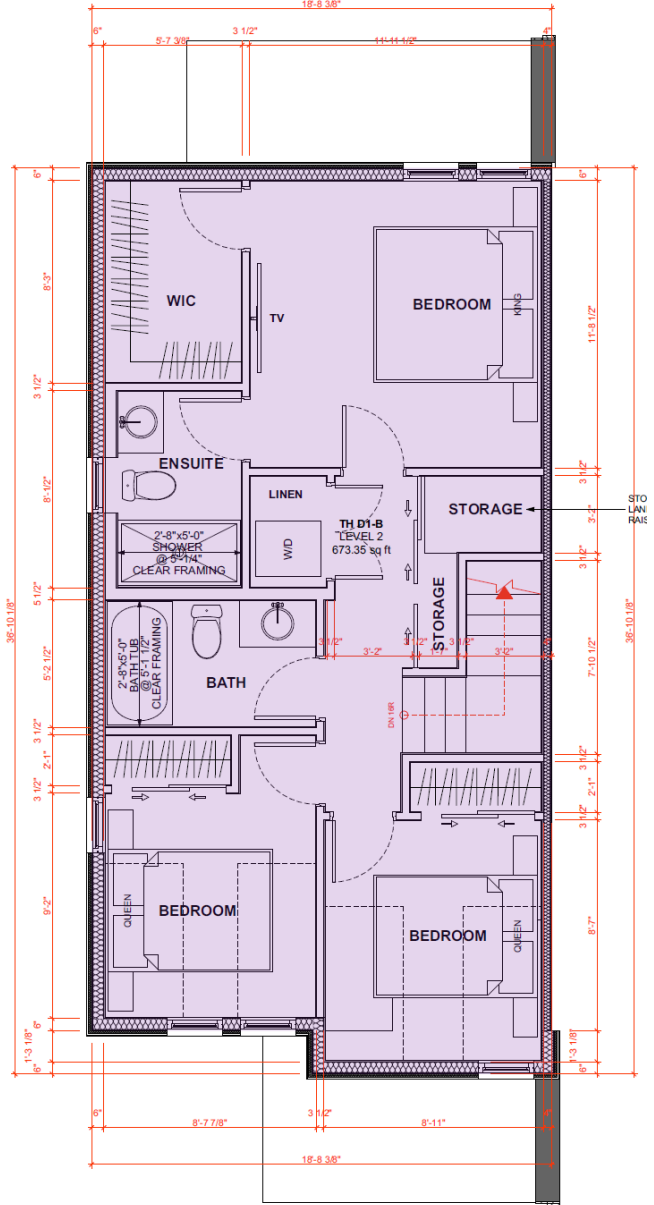
Construction Year Start		2025	2025	
Project		Lot 3 - Econ.	Lot 3 - K-01 + TH	
Apartments				
Number of Units		105	105	
Gross SqFt		72,407	72,407	
Net SqFt		61,695	61,695	
Efficiency		85.2%	85.2%	
Townhomes				
Number of Units		20	20	
Gross SqFt		25,963	25,963	
Net SqFt		25,963	25,963	
Efficiency		100.0%	100.0%	
Land Cost, Transfer Value*		\$ 3,262,392	\$ 3,262,392	
Land Transfer Cost - PTT		\$ 78,000	\$ 78,000	
Project Costs (Const., Contingency, Soft Costs)		\$ 57,016,447	\$ 57,016,447	
Construction term, months		26	26	
Construction loan Interest Rate*	3.65%	3.65%	3.65%	Interest Rate per B.C. Housing (2025 Interim)
Const'n Monitoring & Interest		\$ 2,551,841	\$ 2,551,841	Per BC Housing Template
TOTAL PROJECT COST		\$ 62,908,680	\$ 62,908,680	
Cost/Gross Sq.ft		\$ 718	\$ 718	
Apartments				
Proforma Average Economic Rent \$/SqFt		\$ 4.10		Lot 5 PP + 3 years at 2%
WHA Lot 5 Comparable Rent\$/SqFt			\$ 3.65	Per WHA Analysis
Gross Annual Rent - Apartments		\$ 3,035,394	\$ 2,702,241	
Townhomes				
Market Rents - Monthly per Unit		\$ 4,798	\$ 4,798	
Gross Annual Rent - Townhomes		\$ 1,151,520	\$ 1,151,520	
Ancillary Revenues - Parking (\$65/mo.) 105 Stalls		\$ 81,900	\$ 81,900	Assume that TH Rent includes Parking
Ancillary Revenues - Laundry		\$ 28,800	\$ 28,800	
Total Annual Revenue		\$ 4,297,614	\$ 3,964,461	
Estimated Operating Cost		\$ 1,035,000	\$ 1,035,000	Per WHA
Net Income for Debt Service		\$ 3,262,614	\$ 2,929,461	
Assumed Interest Rate	4.52%	4.52%	4.52%	Interest Rate per B.C. Housing (2028 Projection for Take Out)
Calculated Mortgage †	35.00 yrs.	\$ 52,090,572	\$ 46,771,485	
Equity Required, Economic Rent / TH Rent		\$ 10,818,107		
Equity Required, WHA K-01/TH Rent			\$ 16,137,195	

IV. **Unit Floorplans (Nov.2024 Rezoning Plans)**

Townhome (Typical)

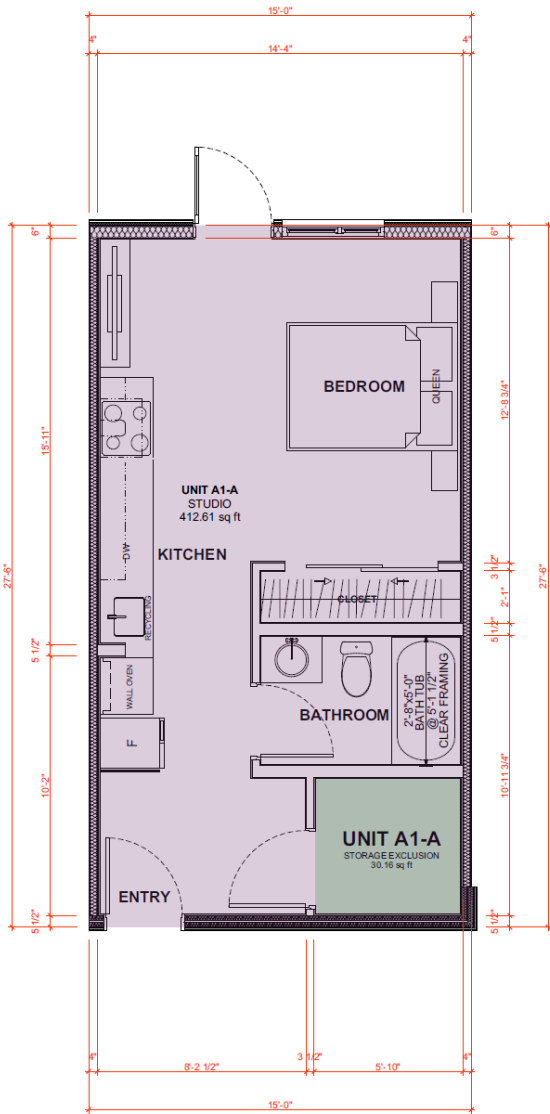


1 Unit TH D1-B - Level 1
SCALE: 1/4" = 1'-0"
0 2' 4' 8'

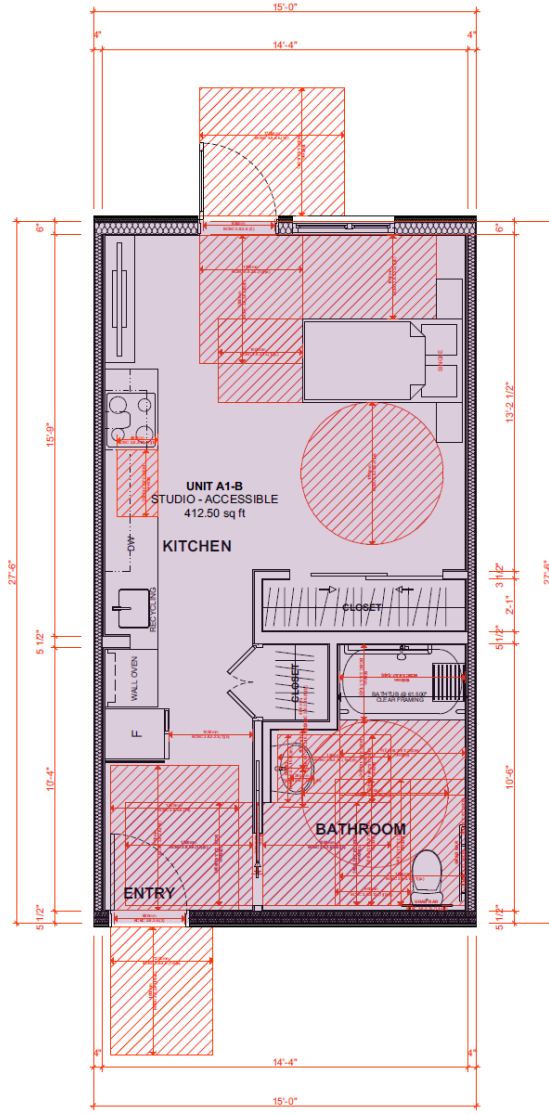


2 Unit TH D1-B - Level 2
SCALE: 1/4" = 1'-0"
0 2' 4' 8'

Studio (Standard & Accessible)

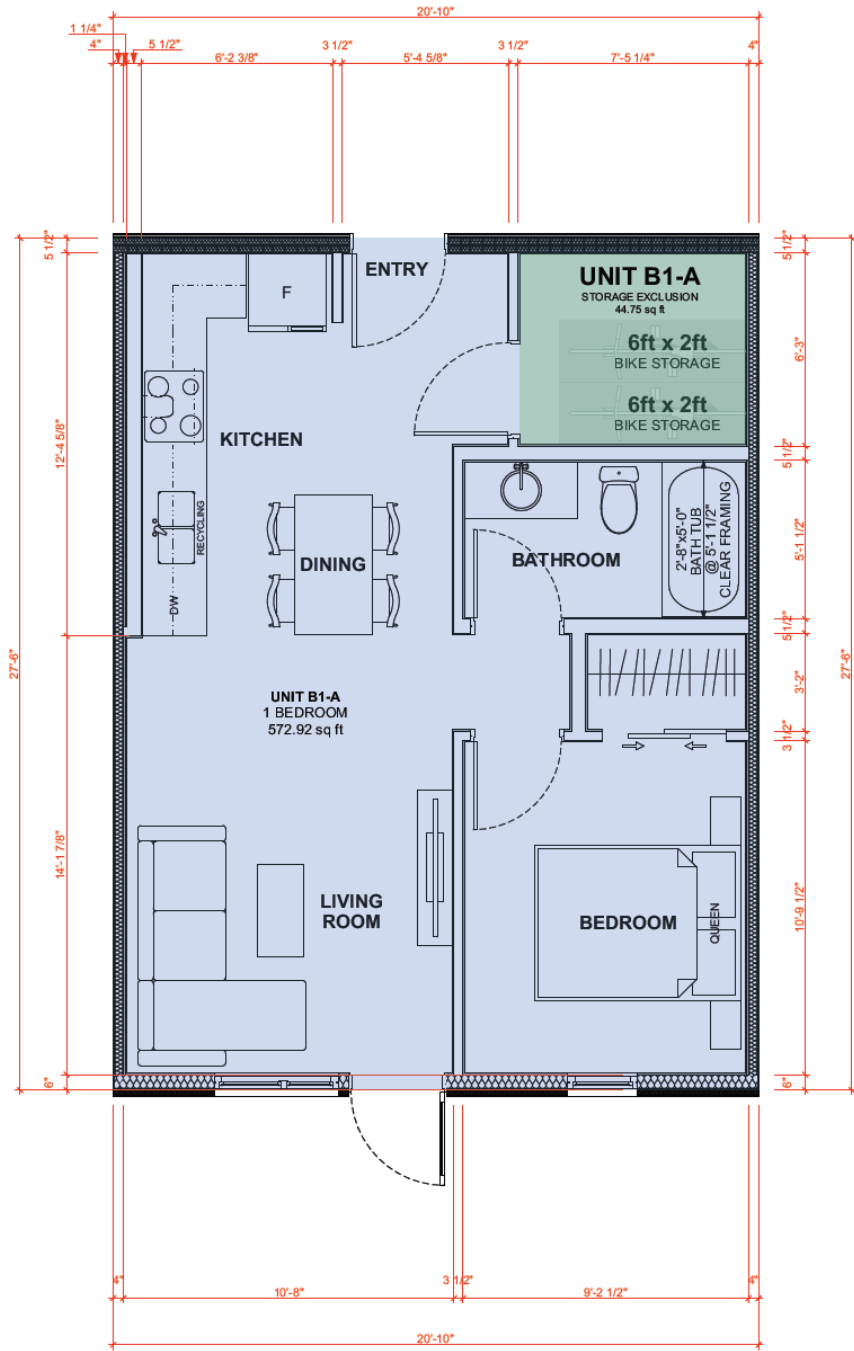


1 Unit A1-A
SCALE: 1/4" = 1'-0"
0 2 4 8'



2 Unit A1-B - Accessible With Clearances
SCALE: 1/4" = 1'-0"
0 2 4 8'

One Bedroom (Typical)



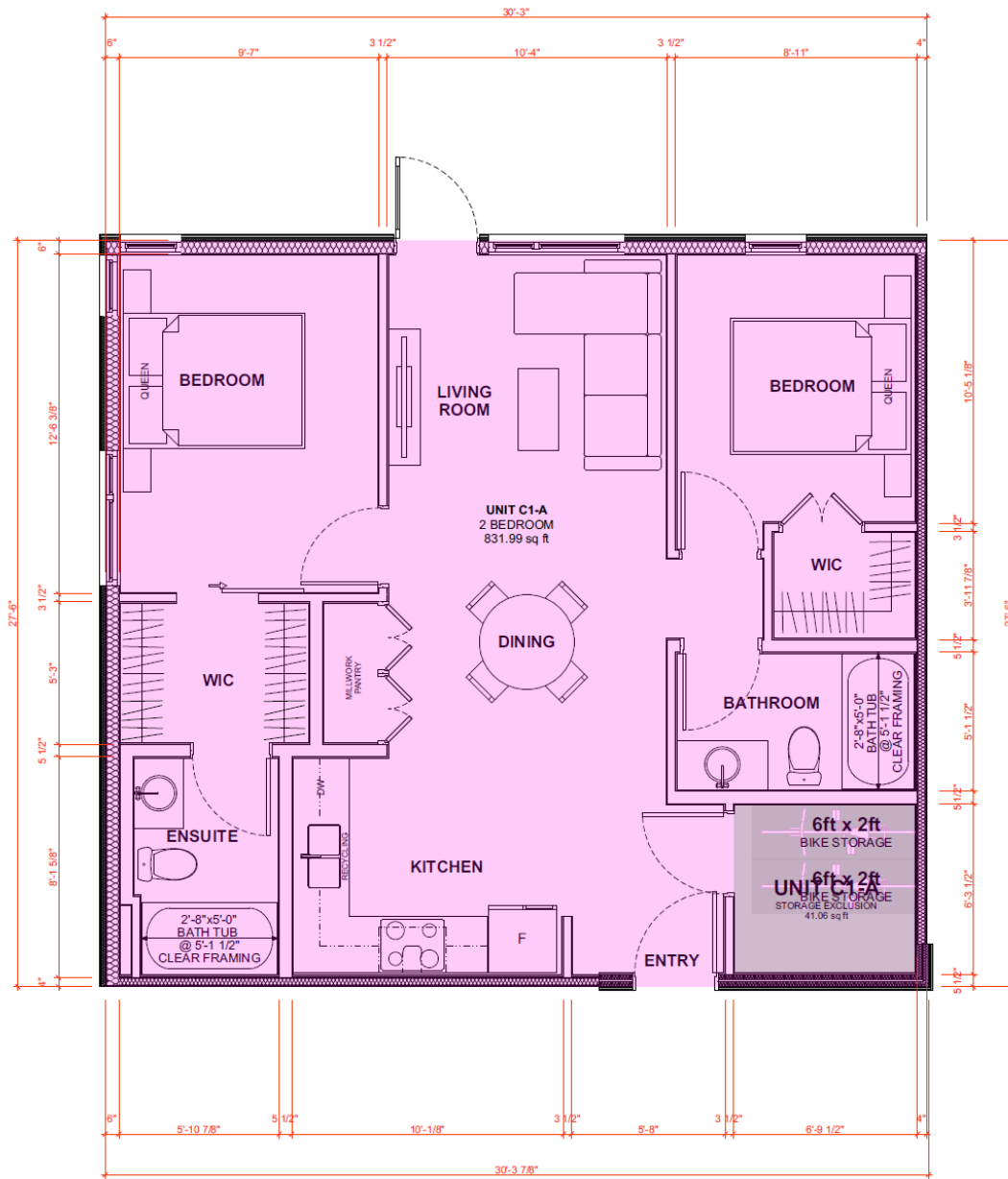
6

Unit B1-A

SCALE: 1/4" = 1'-0"



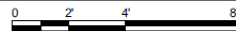
Two Bedroom (Type C1)



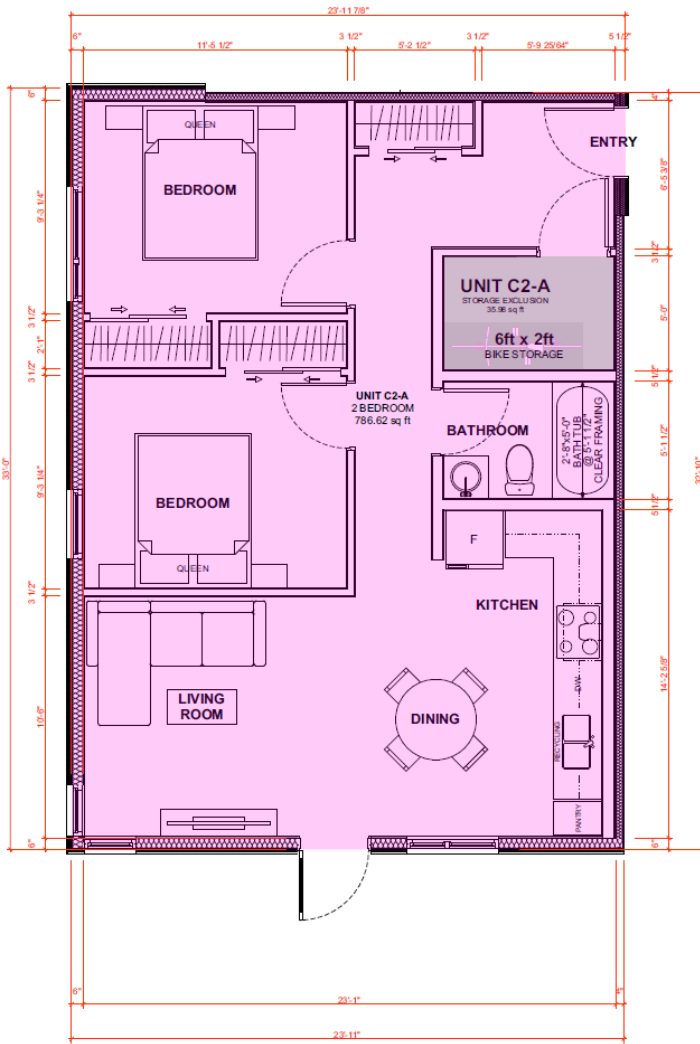
12

Unit C1-A

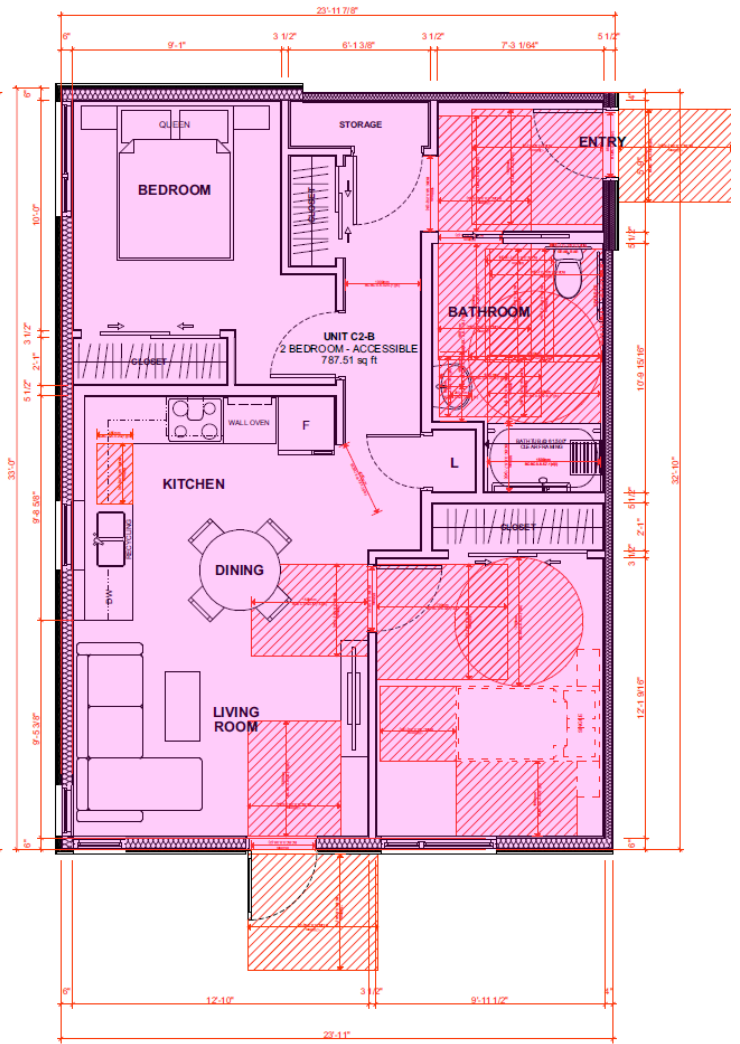
SCALE: 1/4" = 1'-0"



Two Bedroom (Type C2) and Accessible



14 Unit C2-A
SCALE: 1/4" = 1'-0"

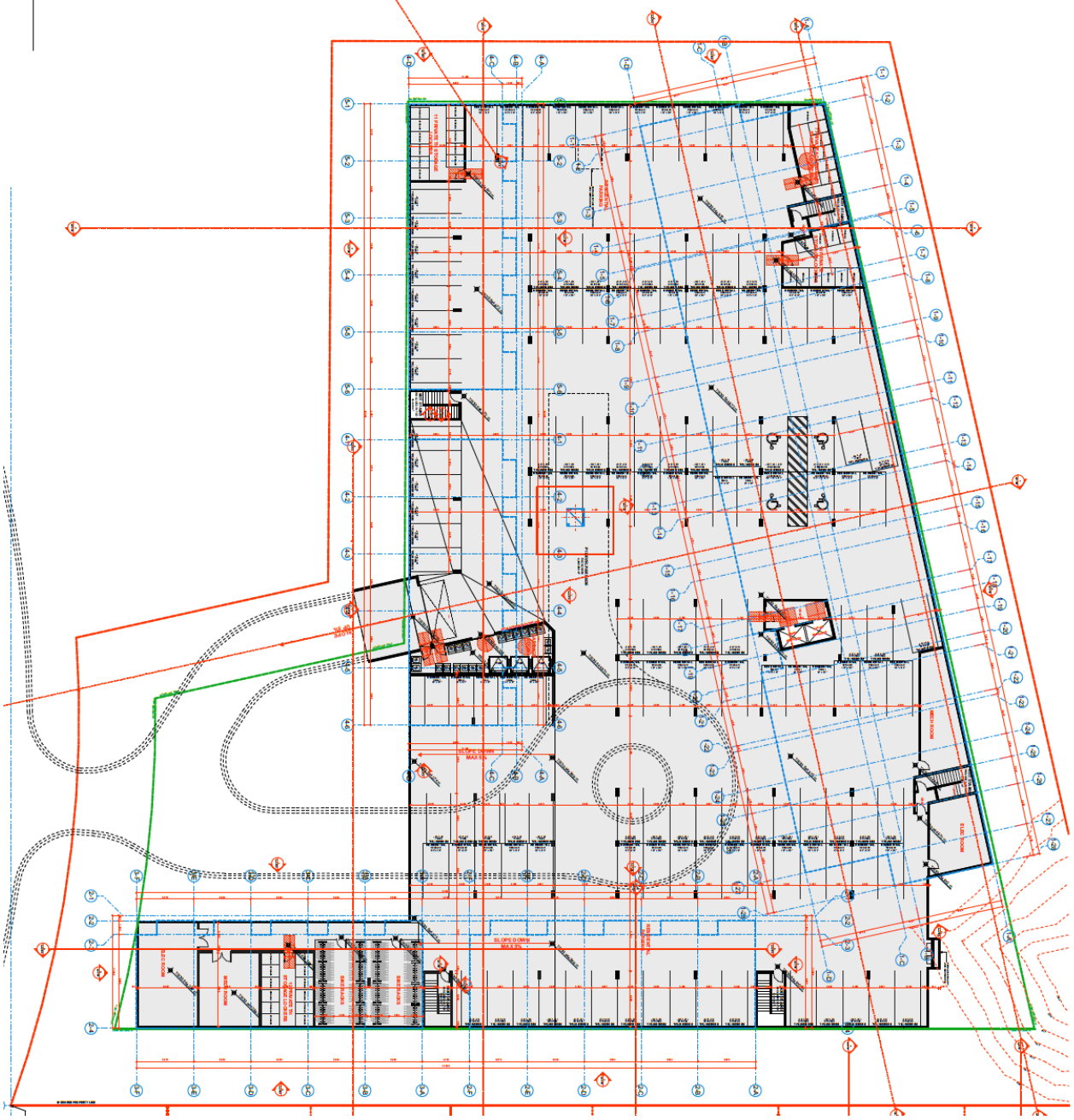


15 Unit C2-B - Accessible With Clearances
SCALE: 1/4" = 1'-0"



Level P1 (Parkade) Plan

1 Level P1 Parking Plan



Level 1 Plan (Ground Floor)





WHISTLER HOUSING AUTHORITY

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mail@whistlerhousing.ca | 604.905.4688

WHISTLERHOUSING.CA

February 12, 2025

To: Carlee Price, Chief Financial Officer, Resort Municipality of Whistler
CC'ed: Virginia Cullen, Chief Administrative Officer, Resort Municipality of Whistler

Re: Request for \$5.9 Million RMOW Equity Contribution for New WHA Employee Rental Housing

Dear Ms. Price,

At the Whistler Housing Authority (WHA) Finance Committee meeting held on February 11, 2025, the WHA Finance Committee, with the authority vested in it by the WHA Board of Directors, resolved to request a \$5.9 million equity contribution from the Resort Municipality of Whistler (RMOW) to support the WHA's acquisition of 1600 Mount Fee Road for 125 new units of affordable WHA Employee Rental Housing. This capital contribution request is contingent upon the WHA successfully securing preferential government financing to assist with the affordability of this next new Employee Housing rental project in Cheakamus Crossing.

In conjunction with the requested \$5.9 million RMOW equity contribution, the Whistler Housing Authority will be investing an additional \$3.0 million of the WHA's own equity towards the purchase and development of 1600 Mount Fee Road for more Employee Housing units for the community's workforce. The remainder of the financing for this anticipated \$63 million Employee Housing project is anticipated to come from other government partners. Government funders expect to see a municipal contribution to the affordable employee housing to help de-risk the project and to solidify the co-investment and support for the project.

Expediency of the RMOW's confirmed equity contribution is necessary to meet the government funding application requirements to secure the construction financing for this next new 125 unit Employee Rental Housing project at 1600 Mount Fee Road, which will be owned and operated by the Whistler Housing Authority.

On behalf of the Whistler Housing Authority, we thank you for your consideration of this contribution request and for the municipality's ongoing commitment to providing affordable housing for Whistler's valuable workforce.

Regards,

A handwritten signature in black ink that reads "marla zucht".

Marla Zucht

General Manager

Whistler Housing Authority



STAFF REPORT TO COUNCIL

PRESENTED: February 25, 2025 **REPORT:** 25-011
FROM: Finance **FILE:** 3900-20-2472
SUBJECT: FIVE-YEAR FINANCIAL PLAN 2024 – 2028 AMENDMENT BYLAW (EV CHARGERS AND OPERATIONS) NO. 2472, 2025

RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

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

RECOMMENDATION(S)

That Council consider giving first, second and third readings to the “Five-Year Financial Plan 2024 – 2028 Amendment Bylaw (EV Chargers and Operations) No. 2472, 2025”

PURPOSE OF REPORT

This report seeks consideration of the first three readings of the “Five-Year Financial Plan 2024-2028 Amendment Bylaw (EV Chargers and Operations) No. 2472, 2025” (Amendment Bylaw), a bylaw to amend the “Five-Year Financial Plan 2024-2028 Bylaw No. 2424, 2024” (Financial Plan) for the purposes discussed below.

Information Report Administrative Report (Decision or Direction)

DISCUSSION

Background

The purpose of this Amendment Bylaw is to update the Resort Municipality of Whistler’s (RMOW) Financial Plan to include current expectations around both revenues and expenditures within the General Fund, and to resize the EV chargers project to properly reflect expectations around spending for the year. On Schedule B, changes related to EV chargers serve to increase expected spending by \$275,000. This change is matched by an increase in transfer from the General Capital Reserve of the same amount.

The total impact of changes to operating expectations on Schedule A of the Financial Plan is an increase in operating expenditures of \$2.5Mm, increases to non-tax revenues of \$0.9Mm and a decrease to the General Capital Reserve contribution of \$1.6Mm. This reduction in planned reserve contribution is being made while interest income (income earned by the reserve itself) is meaningfully higher than expected. This helps to dull the effect of the lower budgeted contribution, by approximately

\$0.5Mm. These two effects, taken together, mean that the net impact of the reserve from changes to operations budget is **\$1.1Mm**.

The RMOW budget is large and complex. Dozens of domain experts within the organization are engaged in developing the budget; they are in effect translating the work they are asked to do for the community into dollars and cents. This process generally takes place in the period late summer through early fall. After consulting with the community and Council, the budget is finalized early in the fiscal year.

From that point onward, many things can change, and look different than what the budget assumed, both in the operating environment (things like inflation, economic circumstances including those in the local economy) and within the organization itself. Delivering the work has long been the top priority of the organization; this looks like the goal of maintaining service levels and keeping up with care and maintenance activities. In addition to this, the RMOW has undertaken a multi-year effort to remove conservative assumptions from the budget, while keeping operations relatively stable. The net result of this approach is that individual line items within the budget are now free from contingency amounts, or allocations for expected inflation and budgets are very tightly matched with previous year spending. This approach reduces the size of the required tax requisition (a top priority for Council, while still targeting stable service levels) but also creates a situation where delivering the services within the confines of the budgeted amounts becomes more difficult and changes in the operating environment become more consequential to outcomes.

Analysis

Although the financial records for RMOW 2024 operations are not yet finalized, evidence of a net operating deficit for the year has come to light. A reasonable level of confidence exists today around the likely size of this deficit. It is unlikely that any changes yet to come to the financial information will meaningfully change the deficit size from what is currently understood. Because of this and based on the RMOW's commitment to surface important financial information promptly (this includes deviations from the budget), an amendment to the Financial Plan is being proposed.

Three specific expenditures areas are noted below, where the operating variance is most impactful and where changes are proposed to be made to the Financial Plan. These are not the only areas in which RMOW operations have been affected by current operating conditions. There is, in fact, evidence of cost pressures across the entire organization. A greater level of service is being achieved than in prior years, or even relative to the Financial Plan. Staffing has become easier, for the RMOW and for RMOW contractors including the RCMP and BC Transit. This return to full staffing is a new condition and one that improves output (whether that's bus service or municipal service) but also costs more money than a partial-staffing model does.

Proposed Amendments to Schedule A

Proposed amendments to be reflected in Schedule A of the Financial Plan are described and outlined below.

Increased Expenditures

1. RCMP Expenses: \$700k

The planned RCMP budget for 2024 was premised on several assumptions provided by Provincial 'E' Division inputs to contract communities and a commitment by staff to avoid overbudgeting RMOW contract costs. While the RCMP fiscal year is not aligned with the RMOW fiscal, recent

RCMP Q3 invoicing provides sufficient insights to require an amendment to the RMOW 2024 budgets. Key changes in the 2024 RCMP net costs are as follows:

- a) Changes to the provincial Traffic Fine Grant calculation method will result in a \$132k reduction in grant revenues.
- b) Announced changes to the cost share methodology for Integrated Homicide Investigation Team (IHIT) access will result in an increase of approximately \$50k annually.
- c) A higher than anticipated labour settlement between the Federal Treasury Board and the National Police Federation has increased collective 'per resource' costs for 2024 by approximately \$300k.
- d) Internal accounting of the 2023/2024 year-end RCMP reconciliation was posted in 2024 (rather than 2023) resulting in increased 2024 costs of \$160k (with a consequent reduction in 2023 expenses).
- e) Other increases in computer system costs and upgrades as well as access to DNA analysis services increased RCMP costs in 2024 by approximately \$50k versus planned budgets.

For these reasons, this amendment proposes a net change in the 2024 RCMP operating budget of + \$700k.

2. Transit & Transportation Planning Expenses: \$500k

The cost of the BC Transit contract in the final four months of the year exceeded amounts that were expected at the time of the September 2024 budget amendment by approximately \$350k. The expenses were tracking on target through the June invoicing period for BC Transit, but overages were identified in the second half of the year. These second-half invoices were received following the September budget amendment. The most significant reasons for the increases in expenditure over budget were as follows:

- a) BC Transit was successful in hiring nearly 100 per cent of drivers after several years (post-Covid) of reduced driver numbers and therefore reduced service.
- b) Since the Spring service change in April 2024, transit has delivered an average of 100 per cent of the budgeted service hours. This includes an approved service hour increase of 10 per cent over the 2023 levels as well as some reallocation of winter weekend service hours to late night Route 10 buses.
- c) In the last quarter, BC Transit finalized pay negotiations with their operators and operator rates increased.

The RMOW's existing approach to budgeting BC Transit expenditures can be made more robust. Information from the Annual Operating Agreement can be incorporated before invoices arrive, and a cost inflator estimate applied in addition to consideration for system expansion (the +10 per cent noted above, that was captured in the September budget amendment). A collaborative approach and a learning mindset have already had positive effects on revenue forecasting. Revenue variance is down meaningfully comparing 2024 to 2023 and prior years. Applying the same change to practices on the expense side is expected to yield similarly helpful results (smaller expenditure variances going forward).

The expectation is that this will improve outcomes in future years. For 2024 however, the BC Transit portion of transit system costs requires ~\$350k more funding than was expected. In addition, another \$150k in added expenditure for Transit and Transportation Planning more broadly is required, bringing the total to \$500k.

3. Improved Staff Recruitment, Retention and Utilization: \$1.3Mm

In a typical year, turnover in RMOW staffing results in salary costs that are below what would be required if the organization was fully staffed for all twelve months of the year. This happens because when a role is vacated, it typically takes time to identify and hire a new person into that role. During this window, the wages associated with the role are not paid. The payroll budget for the organization is in most years, well below what the full-staffing, full-12-months approach would suggest would be the case. These are in essence vacancy savings.

When the budget is set, and the tax requisition calculated, the salary costs reflective of a less-than-full staff team forms part of the calculation. Said differently, there is less money collected from the community in any given year than would be necessary if full staffing were achieved.

In 2024, to deliver on planned projects and initiatives even when faced with a team vacancy, managers were, looking for ways to deploy salary funds into casual, contract, or temporary staff when possible. This practice meant that more municipal work was being done than would otherwise have been the case and reflects an improvement in overall work completion. This approach was key to achieving some deliverables that otherwise would have taken shape more slowly. Examples include:

- a) Improved HR throughput (via added administrative support to the recruiting team in HR),
- b) More community-funded FireSmart work,
- c) Committees of Council restructure work and Code of Conduct,
- d) Additional training and support for Building Department staff.

The net effect in this shift in focus to improved project and task completion, was that the entire payroll budget, the entire allocation of planned working hours, was put to work during the year. Better outcomes for the community resulted, but the cost of this additional work had not been matched with incoming revenue sources (taxes, etc.) at the time the budget was set. Additionally, the cost of some municipal benefits increased more than expected, select parity framework benchmark adjustments, and severance effects contributed to higher-than-expected staffing costs. The value of this payroll mismatch for the full year is \$1.3Mm.

Summary of Increased Expenditures

In total, expenditures for the RMOW in 2024 were \$2.5Mm higher than what was budgeted. \$700k for RCMP, \$500k for Transit, and \$1.3Mm in direct staffing expense.

Offsetting Revenues and Contributions

As Council is aware, the operating budget of the municipality must always be in balance. This is true when the budget is first established for a given operating year (typically in January) and is true every time the budget is amended as the year goes on. Any time expenditures are increased (as is the case here) there must be a combination of new offsetting revenue and/or reductions in other expenditures/contributions that equal the added expenditure amount. The \$2.5Mm in expenditures identified above must be matched with new revenues and/or reduced expenditures elsewhere.

Increases to budgeted revenues and decreases to expenditures that are proposed to accompany the expenditure increases are listed below.

1. Contributions to Transit from Resort Municipality Initiative (RMI) and Community Transportation Initiative Fund (CTIF): \$0.6Mm

At the same time that staff has worked to better understand our transit budget overage, additional sources of funding for transit have been identified, including an additional \$150k from RMI funding, which has already been approved by the Province, and ~\$470k from the CTIF. In 2023, funding from the CTIF to Transit was reduced by this amount, on the basis that 2023 transit fare revenue was significantly higher than budgeted. This means that across the two years 2023 - 2024 CTIF funding remains as expected.

2. Meadow Park Sports Centre (MPSC) Revenues: \$0.3Mm

MPSC revenue was up 12 per cent in 2024 compared to 2023. Visitation continues to rise, and the changes to fees implemented for 2024 also helped to increase revenues. Revenues are proposed to increase by \$250k.

3. General Capital Reserve contribution: \$1.6Mm

Where higher than budgeted revenues and reductions to other operating expenditures are insufficient to offset a deficit, capital reserve contributions generally serve as a last-resort type of funding to balance the budget. In practice, this is the area where cuts occur, to make room for operating spending added in-year. While it can feel like an easy decision to cut these contributions, there are real costs associated with doing so, and this approach often leads to tax increases in future years.

In this case, the reduction in planned reserve contribution is being made at the same time that interest income (income earned by the reserve itself) is meaningfully higher than expected. This helps to dull the effect of the lower budgeted contribution, by approximately \$0.5Mm. These two effects, taken together, mean that the net impact of the reserve from changes to operations budget is \$1.1Mm.

Staff are mindful of finding ways to minimize this unplanned reduction to reserve balances (see learnings and changes section below) and are actively working on increasing the sophistication with in-year budget tracking and revenue forecasting. Improving skills and tools will enable adjustments to be made to operations and projects more quickly to minimize end of year surprises.

In total, operating expenditures were \$2.5Mm larger than the current Financial Plan suggests, and revenues \$0.9Mm higher. These two changes (larger allocation to expenditures and revenues) are being proposed, alongside a \$1.6mm reduction to the General Capital Reserve contribution. As noted, higher than planned interest income (\$0.5M) reduces the impact to the General Capital Reserve to \$1.1M. This outcome is the result of both changes in the operating environment (inflation) and decisions actively taken by the RMOW to improve work output and project completions (as noted above), relative to the recent past. Learnings related to this outcome, and changes planned for the organization, are detailed under the subheading Learning and Adjustments below.

Proposed Amendment to Schedule B

One proposed amendment to be reflected in Schedule B of the Financial Plan is outlined below.

EV Chargers Project

The purpose of this project is to install EV chargers in day skier lot 4, other RMOW-owned parking areas, and street-side parking. 73.3 per cent of the value of the work is to be grant funded. The

grant funding for this project comes from the Province and is for the benefit of all Sea to Sky Communities (Squamish, Pemberton, Lil'wat First Nation, and Whistler). Total maximum value of the grant is \$2.2Mm with up to \$1.4Mm being for chargers installed in Whistler specifically.

At the time the 2024 budget was developed, it was expected that for the 2024 fiscal year, there would be more grant revenue flowing into the organization in support of this work, than spending that would be incurred.

Reimbursement amounts for fiscal year 2024 have been similar to annual spending amounts, and due to some dislocation between when work was completed and when the grant funding was received, the RMOW's expenditure for the work for the year is now expected to be \$90k, rather than the -\$180k rebate originally budgeted. As such, the budget for this project needs to be increased by \$270k. Funding for the work comes from the General Capital Fund. Changes to both expenditures and contribution from reserve can be seen in Schedule B.

For the life of this project total spending (in Whistler) is expected to be \$1.9Mm with total grant revenues of \$1.4Mm, for a net municipal cost over the four-year project of \$0.5Mm.

Learning and Adjustments

Something important to note about the 2024 operating deficit is that the entire amount of it only became visible in the fourth quarter. Through to September 30, 2024 there was a small operating surplus. The question of how these operating outcomes could become visible only in the last three months of the year, is one that staff continue to work to understand. Already, some changes have been identified that may help reduce the quarter-to-quarter variability in outcomes and drive better/more dynamic decision-making as the year progresses. These already include:

- a) Changes already discussed to how large cost items like RCMP and BC Transit, are budgeted
- b) Changes to how payroll is budgeted in the future to account for lower vacancy rate now apparent in the organization.
- c) Proactive identification of work that can be removed from workplans. This will become important as managers will increasingly be asked to absorb unexpected costs into their existing budget, by cutting some things to keep costs within budgeted amounts. This will be implemented through delivering improved tools and processes to monitor actual costs against budgeted amounts more frequently (monthly), so that adjustments to spending can be made in year wherever possible.
- d) Documentation of vulnerabilities in the 2025 budget assumptions and review and implementation of mitigation measures where available.

It must also be noted that the reduced reserve contribution in 2024 must ultimately be replaced. As such, in addition to the already-planned increases to contributions that have been built into the five-year tax increase outlook of 8 – 9 per cent, shifts to an 8.5 - 9.5 per cent window, or some other adjustments may be required. For now, these proposed changes to the financial plan bring the RMOW budget back into balance and satisfy the organization's obligations under the *Community Charter*.

POLICY CONSIDERATIONS

Relevant Council Authority/Previous Decisions

The Financial Plan was adopted on [January 23, 2024](#).

2023-2026 Strategic Plan

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

Strategic Priorities

Housing

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

Climate Action

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

Community Engagement

Strive to connect locals to each other and to the RMOW

Smart Tourism

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

Not Applicable

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

Community Vision and Official Community Plan

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

Chapter 6 of the OCP addresses Economic Viability and includes the statement: "The municipality is committed to being fiscally responsible and at the same time must continue to invest in infrastructure, amenities and services, which are integral to the authentic Whistler Mountain experience."

The above proposed changes to the Financial Plan aim to deliver three specific investments in a fiscally responsible fashion and consider changing circumstances. Amendments to the Financial Plan are a key mechanism by which the RMOW ensures that the community remains current on the state of financial affairs, in a transparent fashion.

BUDGET CONSIDERATIONS

The preparation of the Financial Plan and any amendments thereto are entirely funded from within existing Finance Department operating budgets, and other budget considerations are outlined in the sections above.

LÍLWAT NATION & SQUAMISH NATION CONSIDERATIONS

The RMOW is committed to working with the Líl'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 planning on unceded territories, as currently managed by the provincial government; achieve mutual objectives and enable participation in Whistler's resort economy.

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

REFERENCES

"Five-Year Financial Plan 2025-2029 Amendment Bylaw (EV Chargers and Operations) No. 2465, 2025" (Included in Council Package)

SUMMARY

The Financial Plan sets out the proposed revenues, expenditures and transfers for the years 2024 through 2028. It must be balanced. Proposed are some changes to the 2024 – 2028 Financial Plan that consider actual outcomes for the year (revenues and expenditures) and propose a path by which these can again be brought into balance (reduced reserve contributions). In every year, the operating environment inevitably looks different than what was expected at the time the budget was set. The RMOW's job in these cases is to be responsive to changes and make the best decisions for the community given the new context. This environmental shift and the administrative response is at the heart of these changes, and the reason for the late Financial Plan adjustment. The RMOW commits to continue to build responsiveness and dynamic decision-making into the organization and has outlined some immediate planned changes above.

The proposed changes also include an adjustment to planned 2024 spending for an ongoing EV chargers project.

Consistent with the *Community Charter*, the Financial Plan guides all municipal operating and capital spending across the organization. This Amendment Bylaw is being presented to Council for consideration of the first three readings.

SIGN-OFFS

Written by:

Carlee Price,
Chief Financial Officer

Reviewed by:

Ted Battiston,
General Manager of Corporate Services and
Public Safety

Virginia Cullen,
Chief Administrative Officer



RESORT MUNICIPALITY OF WHISTLER

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STAFF REPORT TO COUNCIL

PRESENTED: February 25, 2025 **REPORT:** 25-012
FROM: Community Engagement & Cultural Services **FILE:** 1850-30-2025
SUBJECT: 2025 FEE FOR SERVICE FUNDING RECOMMENDATIONS

RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

That the recommendation of the General Manager of Community Engagement & Cultural Services be endorsed.

RECOMMENDATION(S)

That Council endorse the Resort Municipality of Whistler entering Fee for Service funding (FFS) agreements to set the annual baseline funding amount with the following five organizations for a three-year term from 2025 – 2027:

- Sea to Sky Invasive Species Council up to \$75,705;
- Whistler Animals Galore up to \$124,373;
- Whistler Off-Road Cycling Association up to \$290,925;
- Whistler Museum and Archives Society up to \$224,950; and
- Whistler Arts Council up to \$594,825;

subject to each of the above-named organizations agreeing to the terms and conditions of a FFS agreement substantially in the form attached as Appendix A to Administrative Report No. 25-012.

PURPOSE OF REPORT

The purpose of this report is to provide Council with a summary of the 2025 Fee for Service (FFS) funding process and the recommended FFS funding investments for 2025.

Information Report Administrative Report (Decision or Direction)

DISCUSSION

Background

In accordance with *Council Policy A-39 Fee for Service* (Policy A-39) (Appendix B) the Resort Municipality of Whistler (RMOW) provides funding to local not-for-profit organizations that provide programs and/or services that Council considers necessary to move the RMOW toward achieving the vision, goals and objectives identified in its Official Community Plan (OCP). Policy A-39 also aims to meet key objectives through the FFS program including value for money, the community benefiting

from the expertise and experience of FFS recipient organizations and delivery of services or programs that if not provided by the FFS recipients, would necessitate delivery by the RMOW.

FFS recipients must meet all eligibility criteria as described in section 5 of Policy A-39, but first and foremost they must be a not-for-profit organization located in the RMOW that serves the residents of Whistler, although their services may extend through the Sea to Sky corridor. In late September 2024, following the Council approval of the revised Policy A-39, RMOW staff invited all five of the current FFS recipients, listed below (FFS Recipients) to apply following the process outlined in Section 8 of Policy A-39. RMOW staff received completed FFS applications from all five previous FFS Recipients on or prior to the due date. There were no new FFS applicants for 2025.

Analysis

Policy A-39 permits FFS Recipients to apply for a three-year agreement. As per Policy A-39, the first year of Council-approved funding becomes the baseline annual funding for the entire three-year timeframe, subject to unforeseen changes in the RMOW's financial position. A standard FFS agreement (FFS Agreement) is attached to this report as Appendix A. The FFS Recipients were asked to describe the services and programs their organization provides that are supported by FFS, how these services align with the OCP, and other corporate plans and the level of funding requested for the three-year term. The funding requests and the staff recommended baseline funding amount for the agreement is shown in the table below.

Section 7 of Policy A-39 sets out the weighted evaluation for FFS Recipients:

- 40 per cent for the extent to which the proposed service is necessary to Whistler and addresses a community need or service gap,
- 10 per cent for thoroughness, accuracy, clarity of the application,
- 30 per cent for the extent to which the applicant is uniquely positioned to deliver the services and provide value for money to the RMOW and taxpayers, and
- 20 per cent for alignment with the OCP and other Corporate Plans.

The "Five-Year Financial Plan 2025-2029 Bylaw No. 2465, 2025" (5YFP Bylaw) presented to Council for first three readings on Jan 21, 2025, proposed a three per cent increase to the overall FFS budget to \$1,310,778. The proposed increase recognizes a request by several of the organizations to maintain competitive wages and to address the increasing cost of goods and services provided by these organizations. The FFS budget is funded both by taxation and the Municipal and Regional District Tax (MRDT). It is staff's recommendation that the three per cent increase be applied evenly to each organization on their 2024 FFS amount as the baseline funding level for their three-year FFS Agreements.

Each year staff and Council are challenged with difficult trade-offs in the budget process that must necessarily support asset management (including reserves), deliver operations effectively, and accomplish Council's Strategic Plan goals. Within this context, staff believe that the funding recommended in 2025 for each FFS Recipient is reasonable and balanced alongside other competing budgetary pressures. Staff have also provided a description and a monetary estimate of the Value in Kind (VIK) contributions that the five organizations receive from the RMOW to ensure transparency to the community of the full benefit received by each organization.

2025 FFS Staff Recommendations

	2024 Funding	2025 Ask	2026 Ask	2027 Ask	Recommended Baseline Funding
Sea to Sky Invasive Species Council (SSISC)	\$73,500	\$75,705	\$77,219	\$78,763	75,705
Whistler Animals Galore (WAG)	\$120,750	\$198,000	\$208,100	\$218,500	124,373
Whistler Off-Road Cycling Association (WORCA)	\$282,450	\$320,900	\$290,900	\$290,900	290,925
Whistler Museum (Museum)	\$218,400	\$229,320	\$234,365	\$239,521	224,950
Whistler Arts Council (dba Arts Whistler) (AW)	\$577,500	600,000	\$612,000	\$624,240	594,825
				Total	\$1,310,778

A description of how the organizations will use their FFS funding and the FFS funding source for each organization is provided below. The applications for each organization are provided in Appendices C through G.

SSISC

2025-2027 Baseline Annual Funding Recommendation	Funding Source	Estimated VIK Contribution
\$75,705	General Operations Fund (property tax)	~ \$7,551

The SSISC’s mission is to minimise the threat of invasive species that negatively impact the environment, the economy and human health. FFS funding is primarily allocated for program wages, equipment and supplies for:

- Invasive species expertise, coordination and program development;
- Training, education and outreach;
- Invasive plant eradication field program; and
- Environmental protection bylaw implementation support.

SSISC delivers services that are critical to protecting Whistler’s biodiversity and ecosystems. This organization’s mission links well with the OCP and Council’s Strategic Priority of Climate Action. FFS funding is also leveraged by SSISC to raise additional funds and provides a critical service that the RMOW would be required to fill.

SSISC is also a beneficiary of VIK benefits for rent of approximately of \$517/month (\$6,214/year) and BC Hydro fees to operate out of the municipal Forestry Building.

WAG

2025-2027 Baseline Annual Funding Recommendation	Funding Source	Estimated VIK Contribution
\$124,373	General Operations Fund (property tax)	~ \$89,226

WAG’s mission is to provide a safe and nurturing environment to homeless and lost dogs and cats in our community and to be advocates in finding their forever homes.

FFS funding is primarily allocated for program wages and administrative wages for bylaw impound services (animals delivered to WAG from RMOW Bylaw Officers), rehoming, rescuing and outreach.

WAG provides an essential service in the form of impound services. They can scale the operation and raise funds from a variety of sources.

WAG receives VIK from the RMOW through utility costs and rental subsidies for use of municipal space for their operations, amounting to approximately \$87,000 a year. Staff note that WAG receives impound fees and dog licence fees purchased directly at WAG. In addition, licence fees collected at municipal hall for the month of January go directly to WAG. In 2023 they received \$2,306 and in 2024 the total was \$2,226.

WORCA

2025-2027 Baseline Recommendation	Funding Source	Other RMOW contributions (FE&A)
\$290,925	\$288,153 MRDT \$2,772 General Operations Fund (property tax)	\$5,000

WORCA’s mission is to foster mountain bike experiences and deliver world-class trails. FFS funding is primarily allocated for program wages for trail maintenance.

WORCA’s focus on trail maintenance underscores the importance of trail safety and the visitor experience. In addition, WORCA’s volunteers also contribute their time and talent to trail maintenance, making the FFS funding go further. The organization works closely with RMOW Parks and Trails and Resort Operations to ensure alignment on priorities and tasks. Their work aligns with the OCP and aligns with Council’s Strategic Plan Priority of Smart Tourism.

WORCA was also a beneficiary of funding from the RMOW Festival Events and Animation (FE&A) team for their Back Forty event amounting to \$5,000 in 2024.

WHISTLER MUSEUM

2025-2027 Baseline Funding Recommendation	Funding Source	Estimated Annual VIK
\$224,950	General Operations Fund (property tax)	~ \$63,500

Whistler Museum’s mission is to collect, preserve, document and interpret the natural and human history of mountain life – with an emphasis on Whistler – and to provide a forum in which to present an innovative range of exhibitions and education programs to enrich the lives of residents and guests.

FFS funding is primarily for administrative wages to operate Whistler Museum.

Whistler Museum offers important archival services, supports cultural and heritage tourism, and preserves the history of how the town and mountain developed.

Whistler Museum receives various forms of VIK from the RMOW through rental subsidies valued at \$63,500 per year plus Fortis Gas fees. From time-to-time the Whistler Museum is also contracted to provide services for research, signage and restoration work.

ARTS WHISTLER (AW)

2024 FFS Staff Recommendation	Funding Source	Estimated Annual VIK
\$594,825	\$589,067 MRDT \$5,758 General Operations Fund (property tax)	~ \$725,440

AW’s mission is to make art happen.

2024 FFS funds will be used primarily for wages and program expenses for:

- Maury Young Arts Centre operational costs;
- Staffing costs; and
- Producing and executing events for locals and visitors, both admission-based and free.

AW leverages the FFS contribution to raise additional funds and contributes significantly to the arts and culture experience in the community, providing a range of events, programs and village animation for all ages and interests throughout the year. In addition to the FFS, the RMOW provides additional support to the organization through VIK rental subsidies amounting to \$681,000 per year, and utility costs of \$44,440 in 2024 and other miscellaneous costs.

AW has also received various levels of funding each year for event animation from the FE&A team, which is anticipated to continue for 2025.

Conditions in FFS Agreements

Several conditions are applied to each of the organizations regarding the optimization of FFS funding including but not limited to:

- Public recognition by the recipient of their FFS funding by the RMOW.
- Defining the eligible use of FFS funding in each case.
- Including an RMOW appointee on their Board of Directors if annual FFS funding exceeds \$100,000.
- Providing FFS status reports to RMOW staff in a timely manner, as required.
- Inclusion of “up to” wording in the FFS Agreement regarding total funding amounts to ensure recipients fulfill their commitments.
- A review process at the end of the FFS Agreement term, prior to renewal.

Each of the five organizations were recipients of FFS funding in 2024 and all have fulfilled the obligations of their agreements to date.

POLICY CONSIDERATIONS

Relevant Council Authority/Previous Decisions

Policy A-39 – guides the RMOW in the FFS program, attached as Appendix B. Policy A-39 was revised in late 2024 to enable multi-year agreements, address some administrative challenges, and provide clarity on how new applicants would be considered.

[September 10, 2024, Committee of the Whole Report No. COTW001](#): Draft Policy A-39 Review.

[September 24, 2024, Administrative Report No 24-091](#): Policy A-39 amendments adopted by Council.

2023-2026 Strategic Plan

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

Strategic Priorities

Housing

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

Climate Action

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

Community Engagement

Strive to connect locals to each other and to the RMOW

Smart Tourism

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

Not Applicable

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

Community Vision and Official Community Plan

The 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 A-39, Section 3.0 identifies FFS Guiding Principles including (but not limited to):

Chapter 6: Economic Viability Our Shared Future (partial narrative): facilities, works and services, operations, maintenance levels and community programming including events are an important factor in maintaining the authentic mountain experience. Investments undergo scrutiny to maximize benefit to the resort community and minimize taxpayer impact, ensuring the highest and best use of limited financial, social and natural resources in the long term.

6.4.1.3. Policy Emphasize resourcefulness across the municipality while delivering cost-effective and affordable service excellence.

CHAPTER 8 HEALTH, SAFETY AND COMMUNITY WELL-BEING

8.1. Goal: Promote, encourage and support initiatives that strengthen the community's sense of place and sense of belonging.

8.1.1. Objective Protect and enhance Whistler's character and sense of place.

8.1.1.1. Policy Support initiatives that preserve and celebrate Whistler's character, sense of place and unique, authentic mountain culture.

8.1.2. Objective Promote and support connections to the natural environment.

8.1.2.2. Policy Promote and encourage a culture of environmental protection and sustainability and living and playing within the community's carrying capacity.

8.6. Goal Create and embed effective governance mechanisms and partnerships to create trust, responsibility and accountability.

8.6.2. Objective Work with partners to achieve mutual benefits.

8.7.2.10. Policy Support responsible animal control, shelter and care through a local shelter program.

CHAPTER 9 LEARNING, CULTURE AND RECREATION

9.2. Goal Support and enhance the growth and vitality of Whistler's Arts, Nature, and Heritage (ANH) sector, including fostering conditions that enable Whistler's ANH sector workers to live and work in the resort community.

9.5.8.5. Policy Continue to collaborate with relevant agencies, user groups, stakeholders, local health authorities and the Squamish Nation and Lil'wat Nation regarding recreational trail management and development issues in Whistler and the Sea to Sky corridor, including the Sea to Sky Trail.

BUDGET CONSIDERATIONS

The total recommended 2025 FFS funding is \$1,310,778 and aligns with the 5YFP Bylaw that has received first three readings. The proposed sources of 2025 FFS funds are:

- MRDT: \$877,220 (WORCA - \$288,153, AW \$589,067)
- RMOW (general tax): \$433,558 (SSISC, WAG, Museum, WORCA, AW)

In accordance with the Policy A-39, FFS Agreements are subject to the adoption of the annual RMOW budget and five-year financial plan.

Furthermore, FFS Agreements include a clause permitting the reduction of funds due to any significant and unforeseen RMOW operational or MRDT revenue shortfall.

LÍLWAT NATION & SQUAMISH NATION CONSIDERATIONS

The RMOW is committed to working with the Líl'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 planning on unceded territories, as currently managed by the provincial government; achieve mutual objectives; and enable participation in Whistler's resort economy.

All the 2025 FFS applicants mention First Nations alignment, outreach and programming as follows:

SSISC

- In alignment with Chapter 3 of the OCP, the SSISC works directly with the Squamish Nation & Lílwat Nation and have well-established collaborative working relationships.

WAG

- In partnership with the Lílwat Nation WAG hosts offsite Animal Wellness Clinics which help families who cannot afford regular veterinary care that includes spay and neuter surgeries, parasite control and regular veterinary exams.
- WAG works with the Lílwat Nation in the spirit of reconciliation and cooperation to achieve the collective goal of enriching community life through animal welfare and education.
- WAG has successfully completed two Animal Wellness Clinics within the Lílwat Nation and have two more planned this Fall.
- Over the past decade WAG has developed a positive working partnership with the Lílwat Nation community. This relationship allows WAG to work together to achieve a shared goal of reducing the stray animal population, reducing animal suffering and positively impacting the local health and safety for animals and human residents.

WORCA

- Specific OCP points that WORCA's services achieve: 9.5.8.5. Policy: Continue to collaborate with relevant agencies, user groups, stakeholders, local health authorities and the Squamish Nation and the Lílwat Nation regarding recreational trail management and development issues in Whistler and the Sea to Sky corridor.

MUSEUM

- Whistler Museum is important in strengthening the community's sense of place and sense of belonging; this also includes strengthening knowledge and relationships with the Squamish Nation and the Lílwat Nation.

AW

- AW programs provide opportunities to share the history and culture of the local First Nations and other Indigenous peoples of Canada through visual art, music, lectures, workshops and craft sharing which promotes education and relationship building.

COMMUNITY ENGAGEMENT

Level of community engagement commitment for this project:

Inform Consult Involve Collaborate Empower

Consistent with Policy A-39 and in accordance with Part 3 of the *Community Charter*, the RMOW must provide public notice of its intention to provide assistance by identifying the recipients of the assistance, and describing the nature, term and extent of the proposed assistance. Subject to Council's decision, notices were placed in *The Pique* on January 26 and February 2.

REFERENCES

Appendix A – Standard Fee for Service Agreement
Appendix B – *Council Policy A-39: Fee for Service*
Appendix C – SSISC 2025 FFS Application
Appendix D – WAG 2025 FFS Application
Appendix E – WORCA 2025 FFS Application
Appendix F – Museum 2025 FFS Application
Appendix G – AW 2025 FFS Application

SUMMARY

After review and consideration of the 2025 FFS funding applications, staff are recommending \$1,310,778 in funding for the FFS program, funded in part by MRDT and in part the General Operating Fund. The FFS Recipients will be signing three-year FFS Agreements and their recommended annual baseline funding is provided in the table on page three of this report. With Council's approval of the funding, staff will execute a FFS Agreement, substantially in the form as attached in Appendix A, but tailored to reflect the services, funding and reporting requirements of each organization.

SIGN-OFFS

Written by:

Karen Elliott,
General Manager, Community Engagement &
Cultural Services

Reviewed by:

Virginia Cullen,
Chief Administrative Officer

**[RECIPIENT]
2025 FEE FOR SERVICE AGREEMENT**

THIS AGREEMENT, dated for reference the 1 day of January 2025, is between:

The Resort Municipality of Whistler (**RMOW**), a municipal corporation continued under the *Resort Municipality of Whistler Act* and having its administrative headquarters in Municipal Hall located at 4325 Blackcomb Way, Whistler BC V8E 0X5

and:

[Recipient], a British Columbia Society incorporated under [Society number], having its address at [Address]

WHEREAS:

- A. The RMOW is Whistler's local government led by an elected Council and administered by an executive team and staff on behalf of approximately 15,000 residents and three million visitors annually; and
- B. In June 2020, Whistler Council adopted the RMOW's Official Community Plan (OCP) which expresses Whistler's Vision as "a place where our community thrives, nature is protected and guests are inspired"; and
- C. The RMOW Council adopted *Council Policy A-39: Fee for Service* (Policy A-39, schedule B) which identifies the rationale and process for the RMOW providing Fee for Service (FFS) funding to certain organizations that deliver services that contribute to achieving OCP Goals and Objectives; and
- D. Pursuant to section 8(2) of the *Community Charter*, the RMOW may provide any service that the Council considers necessary or desirable, and may do so directly or through another public authority or another person or organization;
- E. The RMOW Council has determined that [Service provided by the Recipient] is desirable for our resort municipality that attracts visitors from all over the world for year-round experiences; and
- F. [Recipient] is a not-for-profit society who has the expertise, knowledge and capacity to deliver [Service provided by the Recipient]; and
- G. At the request of the RMOW, [Recipient] applied for 2025 FFS funding (Application) on [Date], which requested funding for the services [Recipient] intends to deliver using FFS funds, how those services and programs align with the OCP, an explanation regarding how [Recipient] is uniquely positioned to deliver those services, key performances indicators, as well as several general terms, which are an integral part of this Agreement; and further
- H. After reviewing the Application, the RMOW Council approved up to a total of \$[#] of base FFS funding to be provided in each year of the Term to [Recipient] to deliver the services identified in the Application.

Therefore, in consideration of good and valuable consideration, the sufficiency of which is confirmed, the RMOW and [Recipient] agree as follows:

1. TERM

This Agreement is effective from January 1, 2025, until December 31, 2027 (Term).

2. RECIPIENT OBLIGATIONS

The Recipient agreed to the following obligations:

- a) Provide value to the RMOW and community by delivering a high standard of [Service provided by the Recipient]
- b) Submit one Progress Report and Final Report (as defined below) to the RMOW annually for the purpose of providing the RMOW with awareness and understanding of how FFS funding is being utilized to ensure ongoing alignment between the RMOW and [Recipient].
 - i. The Progress Report must be submitted no later than [Date] of each year of the Term, must be a maximum of two (2) pages and must:
 1. Provide a brief description of the work completed (year to date);
 2. Provide an overview of costs and an explanation of any significant cost variance to date; and
 3. Identify any risks to the successful completion of each program funded by FFS funding.
 - ii. The Final Report must be submitted no later than [Date] of each year of the Term, and must be a maximum of four (4) pages and must include:
 1. A summary of [Recipient] programs funded entirely or in-part by FFS including an overview of each program, lessons learned and, where applicable, key performance indicators identified in the Application; and
 2. A summary of costs incurred; and further
 3. [Recipient]'s most recent complete financial statements
- c) Acknowledge the RMOW FFS contribution:
 - i. In each of [Recipient]'s Annual Reports;
 - ii. During each of [Recipient]'s Annual General Meetings;
 - iii. On [Recipient]'s website for as long as FFS funds are provided; and
 - iv. In an annual presentation to Council as a Delegation during a Regular Council Meeting during Q2 of each year of the Term; date, duration, and content outline to be confirmed by the RMOW.
- d) Proof of Commercial General Liability insurance must be submitted no later than [DATE] of each year identified in section 1 of this Agreement. It must include provisions outlined in section 8.

- e) Recognize the region's history via a First Nations land acknowledgement in an authentic and respectful way throughout the Term.
- f) [Recipient] may request to increase the annual baseline FFS funding during the Term of this Agreement by submitting a request in writing by September 1 of 2025 and/or 2026 with supporting information about why the increase is necessary. Funding increases are not guaranteed and must be approved by Council through the annual budget process.

3. RMOW COUNCIL MEMBERS ON THE [Recipient] BOARD

- a) Annually, [Recipient] shall appoint a member of the RMOW Council, who has been approved by the RMOW Council at a Regular Council Meeting each year, to [Recipient]'s Board of Directors as a voting director.
- b) The appointed RMOW Council member represents the interests of the RMOW as it relates to the provision of FFS funding. The appointed RMOW Council member shall provide the RMOW Council any information that is relevant to the RMOW's FFS funding in [Recipient], particularly as such information relates to risk mitigation.
- c) RMOW Council members cannot sign a confidentiality or non-disclosure agreement with [Recipient] where such an agreement directly relates to the RMOW's FFS funding to [Recipient].

4. RMOW OBLIGATIONS

- a) Provide [Recipient] with base FFS funding of up to a total of \$[#] in each year of the Term.
- b) Provide [#] installments annually in the amounts and on the occasions as follows:
 - 1) Up to \$[#] delivered to [Recipient] during the [Time Frame] of each year of the Term, subject to [Obligations outlined in sections 2 and 3] as described above.
 - 2) [Provisions for additional payment installments]
- c) Ensure that the application, renewal process, requests to increase baseline funding (section 2(f)), delivery of funds, and responsiveness to inquiries relating to this Agreement are executed in a timely manner.
- d) If [Recipient] has made a request for an increase to baseline funding as identified in section 2(f), the RMOW will bring the issue forth to Council during the annual budget process.

5. RECIPIENT REPRESENTATIONS

[Recipient] represents and warrants that it is a not-for-profit organization and that during the Term [Recipient] will not operate as a for-profit business.

6. INDEMNITY

- a) [Recipient] hereby indemnifies and saves harmless the RMOW and its elected officials, officers, employees, and agents from and against all losses, damages, costs, actions, suits and any other proceedings arising from any breach, violation or non-performance by [Recipient] of any obligation identified in this Agreement.
- b) The RMOW hereby indemnifies and saves harmless [Recipient] and its, officers, employees, and agents from and against all losses, damages, costs, actions, suits and any other proceedings arising from any breach, violation or non-performance by the RMOW of any obligation identified in this Agreement.

7. LIABILITY

[Recipient] shall be liable to the RMOW for all loss, damages, and expenses which RMOW may suffer, sustain, pay, or incur by reason of any matter or things arising out of or attributable to any act or omission of [Recipient], its officers, employees, volunteers, agents, or contractors in respect to [Recipient] fulfilling its obligations identified in this Agreement.

8. INSURANCE

[Recipient] will carry a Commercial General Liability insurance naming the Resort Municipality of Whistler and the Whistler Village Land Company as additional insureds in an amount of not less than \$5,000,000 and will provide the RMOW with proof of insurance prior to execution of this Agreement and thereafter annually upon request.

9. JURISDICTION

- a) The parties agree to submit to and hereby attorn to the exclusive jurisdiction of the courts of the Province of British Columbia for any action arising out of or in connection with this Agreement.

10. ASSIGNMENT OF THE AGREEMENT

- a) [Recipient] will not assign this Agreement or any part thereof without the prior written consent of the RMOW. [Recipient] will not subcontract any of their obligations under this Agreement to any person without the prior written consent of the RMOW.

No assignment or subcontract, whether approved or not, shall relieve [Recipient] of its obligations under this Agreement except to the extent those obligations are in fact properly performed.

11. DISPUTE RESOLUTION

- a) If there is any dispute regarding the interpretation, performance or an alleged breach of this Agreement (Dispute), either party may give written notice of Dispute to the other party and [Recipient] and the RMOW will meet within three Business Days after the notice of Dispute is given and will attempt in good faith, and using reasonable efforts, to resolve the matter equitably to the satisfaction of both parties. If the parties cannot resolve the Dispute within ten Business Days after they first meet, or if the parties fail to meet within 10 Business Days of the first request for a meeting, then with the consent of both parties the matter shall be submitted

to mediation. The mediator shall be appointed by agreement of the parties. If the parties cannot resolve the dispute within 30 calendar Days following the mediation, then either party may commence litigation to have the Dispute settled

- b) [Recipient] will continue performance of this Agreement during all Disputes with the RMOW. The timely performance of the obligations set out in Sections 2 and 3 may not be delayed or postponed pending resolution of any Dispute.

12. PRIVACY

- a) All documents submitted by [Recipient] to the RMOW are regarded as public records and subject to disclosure under the *Freedom of Information and Privacy Act* (Act) unless the information is exempted from the requirements of the Act.
- b) [Recipient] agrees to abide by the terms set out in Schedule A – Privacy Protection attached to and forming part of this Agreement.
- c) [Recipient] may provide the RMOW any items exempt from disclosure under the Act enclosed in a separate, sealed envelope marked as “confidential”.

13. TERMINATION

If [Recipient] defaults on any of its obligations or requirements in this Agreement, the RMOW may give [Recipient] such notice as the RMOW deems appropriate to cure the default, and if [Recipient] fails to rectify the matter within 90 days to the satisfaction of the RMOW, the RMOW may terminate this Agreement and any future obligations under the Agreement cease with immediate effect.

14. AGREEMENT RENEWAL

This Agreement can be renewed for up to one additional three-year Term at the request of [Recipient] and subject to a review process conducted by the RMOW in accordance with section 8.6 of Policy A-39.

- a) Upon completion of the review staff will either renew the Agreement by taking forward funding amounts for the new Term to Council as described in section 8.6.4 of Policy A-39 or suggest an alternative approach to Council as described in section 8.6.5 of Policy A-39.

15. GENERAL TERMS

- a) The funds identified in Recital H and Section 4 of this Agreement must be used exclusively for the purposes identified in sections 2(a) of this Agreement.
- b) [Recipient] shall submit an invoice for each FFS funding installment identified in Section 4(b) to RMOW Accounts Payable ap@whistler.ca indicating **Program 1411** and **Account 7601** and **Attention: Karen Elliott** directly on the invoice copying Karen Elliott kelliott@whistler.ca and Chris Maloney cmaloney@whistler.ca for the amount outlined in section 4(b).

- c) If the RMOW suffers a significant and unforeseen revenue shortfall the RMOW may, at its sole discretion, reduce the FFS funding identified in Recital H and in section 4 of this Agreement. For clarity: [Recipient] will not be required to reimburse the RMOW for any FFS funding that has been provided to [Recipient] prior to the RMOW's decision to reduce FFS funding.
- d) [Recipient] acknowledges this Agreement pertains specifically and exclusively for the Term of this Agreement, and that the RMOW has no obligation, requirement, or responsibility to provide FFS funds to [Recipient] in future years.
- e) This Agreement may not be amended except in writing and signed on behalf of both parties.
- f) Council can exercise their discretion at any time and request that RMOW staff undertake a public procurement process, such as a Request for Expression of Interest or a Request for Proposal for services provided by [Recipient] to ensure continued value for money.
- g) Where any notice, request, direction, or other communication must be given or made by a party under this Agreement, it must be in writing and is effective if delivered in person, sent by registered mail addressed to the party for whom it is intended at the address set forth above in this Agreement, or sent by email, to the RMOW at email address corporate@whistler.ca or to [Recipient] at email address [Recipient contact], as the case may be. Any notice, request, direction, or other communication is deemed to have been given if delivered by the other party; and, if by email, when transmitted. The delivery address or email address of a party may be changed by notice in the manner set out in this provision.

As evidence of their agreement to the terms and conditions herein, the parties hereby execute this Agreement.

RESORT MUNICIPALITY OF WHISTLER

[RECIPIENT]

Authorized Signatory

Signature

Authorized Signatory

Name & Title

SCHEDULE A
PRIVACY PROTECTION

Definitions

1. In this Schedule,
 - (a) **“Act”** means the *Freedom of Information and Protection of Privacy Act* including any regulation made under it;
 - (b) **“contact information”** means information to enable an individual at a place of business to be contacted and includes the name, position name or title, business telephone number, business address, business email or business fax number of the individual;
 - (c) **“personal information”** means recorded information about an identifiable individual, other than contact information, collected or created by the Consultant as a result of the Contract or any previous Contract between the RMOW and the Consultant dealing with the same subject matter as the Contract;
 - (d) **“privacy course”** means the RMOW’s online privacy and information sharing training course or another course approved by the RMOW; and
 - (e) **“public body”** means “public body” as defined in the Act;
 - (f) **“third party request for disclosure”** means a subpoena, warrant, order, demand or request from an authority inside or outside of Canada for the unauthorized disclosure of personal information to which the Act applies;
 - (g) **“service provider”** means a person retained under a contract to perform services for a public body; and
 - (h) **“unauthorized disclosure of personal information”** means disclosure of, production of or the provision of access to personal information to which the Act applies, if that disclosure, production or access is not authorized by the Act.

Purpose

2. The purpose of this Schedule is to:
 - (a) enable the RMOW to comply with the RMOW’s statutory obligations under the Act with respect to personal information; and
 - (b) ensure that, as a service provider, [Recipient] is aware of and complies with [Recipient]’s statutory obligations under the Act with respect to personal information.

Acknowledgements

3. [Recipient] acknowledges and agrees that

- (a) it is a service provider and, as such, the requirements and restrictions established by Part 3 of the Act apply to [Recipient] in respect of personal information;
- (b) unless the Agreement otherwise specifies, all personal information in the custody of [Recipient] related to the obligations of this Agreement is and remains under the control of the RMOW; and
- (c) unless the Agreement otherwise specifies or the RMOW otherwise directs in writing, [Recipient] may only collect, use, disclose or store personal information that relates directly to and is necessary for the performance of [Recipient]'s obligations, or the exercise of [Recipient]'s rights, under the Agreement.

Collection of Personal Information

- 4. Unless the Agreement otherwise specifies or the RMOW otherwise directs in writing, [Recipient] may only collect or create personal information that relates directly to and is necessary for the performance of [Recipient]'s obligations, or the exercise of the [Recipient]'s rights, under the Agreement.
- 5. [Recipient] must collect personal information directly from the individual the information is about unless:
 - (a) the RMOW provides personal information to [Recipient];
 - (b) the Agreement otherwise specifies; or
 - (c) the RMOW otherwise directs in writing.
- 6. Where [Recipient] collects personal information directly from the individual the information is about, [Recipient] must tell that individual:
 - (a) the purpose for collecting it;
 - (b) the legal authority for collecting it; and
 - (c) the contact information of the individual designated by the RMOW to answer questions about [Recipient]'s collection of personal information.

Accuracy of Personal Information

- 7. [Recipient] must make every reasonable effort to ensure the accuracy and completeness of any personal information to be used by [Recipient] or the RMOW to make a decision that directly affects the individual the information is about.

Requests for Access to Information

- 8. If [Recipient] receives a request for access to information from a person other than the RMOW, [Recipient] must promptly advise the person to make the request to the RMOW unless the Agreement expressly requires [Recipient] to provide such access. If the RMOW has advised

[Recipient] of the name or title and contact information of an official of the RMOW to whom such requests are to be made, [Recipient] must also promptly provide that official's name or title and contact information to the person making the request.

Correction of Personal Information

9. Within 5 Business Days of receiving a written direction from the RMOW to correct or annotate any personal information, [Recipient] must annotate or correct the information in accordance with the direction.
10. When issuing a written direction under section 11, the RMOW must advise [Recipient] of the date the correction request was received by the RMOW in order that [Recipient] may comply with section 13.
11. Within 5 Business Days of correcting or annotating any personal information under section 11, [Recipient] must provide the corrected or annotated information to any party to whom, within one year prior to the date the correction request was received by the RMOW, [Recipient] disclosed the information being corrected or annotated.
12. If [Recipient] receives a request for correction of personal information from a person other than the RMOW, [Recipient] must promptly advise the person to make the request to the RMOW and, if the RMOW has advised [Recipient] of the name or title and contact information of an official of the RMOW to whom such requests are to be made, [Recipient] must also promptly provide that official's name or title and contact information to the person making the request.

Protection of Personal Information

13. Without limiting any other provision of the Agreement, [Recipient] must protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal, including without limitation by ensuring that the integrity of the personal information is preserved. Without limiting the general nature of the foregoing sentence, [Recipient] will ensure that all personal information is securely segregated from any information under the control of [Recipient] or third parties to prevent unintended mixing of personal information with other information or access to personal information by unauthorized persons and to enable personal information to be identified and separated from the information of [Recipient] or third parties.

Storage of and Access to Personal Information

14. [Recipient] must comply with the requirements under the Act concerning storage of personal information outside of Canada, including, if required by the RMOW, by supporting the RMOW with completion of such assessments as may be required by law.
15. [Recipient] must not change the location where personal information is stored without receiving prior authorization of the RMOW in writing.
16. Without limiting any other provision of the Agreement, [Recipient] will implement and maintain an access log documenting all access to personal information, including a list of all persons that access any personal information. [Recipient] will provide a copy of the access log to the RMOW

upon request.

Retention of Personal Information

17. Unless the Agreement otherwise specifies, [Recipient] must retain personal information until directed by the RMOW in writing to dispose of it or deliver it as specified in the direction.

Use of Personal Information

18. Unless the RMOW otherwise directs in writing, [Recipient] may only use personal information if that use is for the performance of [Recipient]'s obligations, or the exercise of the Consultant's rights, under the Agreement. For clarity, unless the Agreement otherwise specifies or the RMOW otherwise directs in writing, [Recipient] must not anonymize, aggregate or otherwise alter or modify personal information, including by converting personal information into non-personal information, or analyze personal information (whether by manual or automated means) for any purpose, including for the purpose of developing insights, conclusions or other information from personal information.

Metadata

19. Where [Recipient] has or generates metadata as a result of services provided to the RMOW, where that metadata is personal information, [Recipient] will:
 - (a) not use it or disclose it to any other party except where the Agreement otherwise specifies; and
 - (b) remove or destroy individual identifiers, if practicable.

Disclosure of Personal Information

20. Unless the RMOW otherwise directs in writing, [Recipient] may only disclose personal information to any person other than the RMOW if the disclosure is for the performance of [Recipient]'s obligations, or the exercise of [Recipient]'s rights, under the Agreement.
21. If in relation to personal information, [Recipient]:
 - (a) receives a third-party request for disclosure;
 - (b) receives a request to disclose, produce or provide access that [Recipient] knows or has reason to suspect is for the purpose of responding to a third-party request for disclosure; or
 - (c) has reason to suspect that an unauthorized disclosure of personal information has occurred in response to a third-party request for disclosure,

subject to section 24, [Recipient] must immediately notify the RMOW.

22. If [Recipient] receives a third-party request described in section 23(a) or (b) but is unable to notify the RMOW as required by section 23, [Recipient] must instead:

- (a) use its best efforts to direct the party making the third-party request to the RMOW;
- (b) provide the RMOW with reasonable assistance to contest the third-party request; and
- (c) take reasonable steps to challenge the third party-request, including by presenting evidence with respect to:
 - (i) the control of personal information by the RMOW as a public body under the Act;
 - (ii) the application of the Act to [Recipient] as a service provider to the RMOW;
 - (iii) the conflict between the Act and the third-party request; and
 - (iv) the potential for [Recipient] to be liable for an offence under the Act as a result of complying with the third-party request.

Notice of Unauthorized Disclosure

23. In addition to any obligation [Recipient] may have to provide the notification contemplated by section 30.5 of the Act, if [Recipient] knows that there has been an unauthorized disclosure of personal information, [Recipient] must immediately notify the RMOW. This notification must be written and include:
- (a) descriptions of the breach;
 - (b) any containment steps taken;
 - (c) contact information for a person who can provide answers on behalf of the public body; and
 - (d) steps the affected individual(s) can take to reduce their risk of harm.

Compliance with the Act and Directions

24. [Recipient] must in relation to personal information comply with:
- (a) the requirements of the Act applicable to [Recipient] as a service provider, including any regulation made under the Act and the terms of this Schedule; and
 - (b) any direction given by the RMOW under this Schedule.
25. [Recipient] acknowledges that it is familiar with the requirements of the Act governing personal information that are applicable to it as a service provider.
26. [Recipient] will provide the RMOW with such information as may be reasonably requested by the RMOW to assist the RMOW in confirming the [Recipient] compliance with this Schedule.

Notice of Non-Compliance

27. If for any reason [Recipient] does not comply, or anticipates that it will be unable to comply in any respect, with any provision in this Schedule, [Recipient] must promptly notify the RMOW of the particulars of the non-compliance or anticipated non-compliance and what steps it proposes to take to address, or prevent recurrence of, the non-compliance or anticipated non-compliance.

Termination of Agreement

28. In addition to any other rights of termination which the RMOW may have under the Agreement or otherwise at law, the RMOW may, subject to any provisions in the Agreement establishing mandatory cure periods for defaults by [Recipient], terminate the Agreement by giving written notice of such termination to [Recipient], upon any failure of [Recipient] to comply with this Schedule in a material respect.

Interpretation

29. In this Schedule, references to sections by number are to sections of this Schedule unless otherwise specified in this Schedule.
30. Any reference to “[Recipient]” in this Schedule includes any Sub-Contractor or agent retained by [Recipient] to perform obligations under the Agreement and [Recipient] must ensure that any such Sub-Contractors and agents comply with the requirements of the Act applicable to them.
31. The obligations of [Recipient] in this Schedule will survive the termination of the Agreement.
32. If a provision of the Agreement (including any direction given by the RMOW under this Schedule) conflicts with a requirement of the Act, including any regulation made under the Act, the conflicting provision of the Agreement (or direction) will be inoperative to the extent of the conflict.
33. [Recipient] must comply with the provisions of this Schedule despite any conflicting provision of the Agreement or the law of any jurisdiction outside Canada.
34. Nothing in this Schedule requires [Recipient] to contravene the law of any jurisdiction outside Canada unless such contravention is required to comply with the Act.

**SCHEDULE B
FEE FOR SERVICE POLICY A-39**

DRAFT



**THE RESORT MUNICIPALITY OF WHISTLER
COUNCIL POLICY**

POLICY NUMBER: A-39	DATE OF RESOLUTION: NOVEMBER 16, 2021
	AMENDED: SEPTEMBER 24, 2024
NAME: FEE FOR SERVICE	

1. PURPOSE OF POLICY

The purpose of this Policy is to establish certainty, fairness and accountability in the process for the submission, evaluation and approval of FFS proposals for both FFS Recipients and FFS Applicants.

2. FFS OBJECTIVE

2.1. The RMOW provides FFS funding to local NFP Organizations that provide programs and/or services that Council considers necessary to move the RMOW toward achieving the vision, goals and objectives identified in the OCP.

2.2. The objectives to this Policy are to:

2.2.1. Achieve value for money in the delivery of services deemed necessary while ensuring the community's priorities are met and the public interest is protected;

2.2.2. Leverage the expertise of community organizations in the delivery of ongoing, innovative or unique services or programs deemed necessary to achieve the goals and priorities of the RMOW and that provide both tangible and intangible benefits to the RMOW;

2.2.3. Deliver services and/or programs through FFS Recipients that if not provided by them would necessitate delivery by the RMOW;

2.2.4. Work to increase value for the services provided by FFS recipients by enabling them to leverage the FFS financial support to secure additional sources of funding through, for example, donations and/or grants; and,

2.2.5. Supplement, not replace, the FFS Recipient's funding sources to ensure stability of the services provided on behalf of the RMOW.

3. DEFINITIONS

3.1. Corporate Plans: includes documents such as the RMOW Corporate Plan, Five-Year Financial Plan, Council Strategic Plan, the Big Moves Climate Action Plan, and other Master Plans or Strategies adopted by Council.

- 3.2. **FFS:** means Fee For Service, which is a source of funding for select Whistler-based NFP Organizations that provide services and/or programs deemed necessary to achieve the goals and priorities of the RMOW and if not provided by the NFP Organization would necessitate delivery by the RMOW.
 - 3.3. **FFS Funding Agreements:** means an Agreement between the RMOW and an FFS Recipient that receives FFS funding that stipulates the terms and conditions between the two parties for the delivery of services and or programs by the FFS recipient in exchange for an annual funding contribution provided by the RMOW.
 - 3.4. **FFS Recipient:** means an NFP Organization receiving FFS funding from the RMOW where the allotment of funds has been approved by Council in the current Five-Year Financial Plan Bylaw.
 - 3.5. **FFS Applicant:** means an NFP Organization that meets the eligibility requirements of the FFS Policy and submits a letter of intent to apply to become part of the FFS program.
 - 3.6. **MDRT:** Municipal District Regional Tax.
 - 3.7. **Not-for-profit (NFP) Organization:** means an independent, democratic organizations that is required to comply with the *Societies Act* in British Columbia as well as their own constitution and bylaws. A NFP may have charitable status as defined by the Canada Revenue Agency. The NFP Organization must be based in the RMOW.
 - 3.8. **OCP:** means the RMOW's "Official Community Plan Bylaw No. 2199, 2018".
 - 3.9. **Policy:** means *Council Policy A-39: Fee for Service*.
 - 3.10. **RMOW:** means the Resort Municipality of Whistler.
 - 3.11. **Value-in-Kind:** means non-financial contributions by the RMOW to a NFP Organization, such as reduced rent in an RMOW owned building.
4. **SCOPE OF POLICY**
- 4.1. FFS provides funding to a limited number of NFP Organizations that deliver services or programs that the RMOW deems necessary and would otherwise deliver itself to help achieve its vision, goals and objectives.
 - 4.2. The following does not fall within the scope of this Policy:
 - 4.2.1. Requests for sponsorship;
 - 4.2.2. Public art;
 - 4.2.3. Donations; and
 - 4.2.4. Value-in-Kind contributions and
 - 4.2.5. Funding under *Council Policy A-7: Community Enrichment Program*.

- 4.3. The Policy and process of evaluation is guided by the *Community Charter*, specifically sections 8(2), 24(1) and (2). In addition, the Policy and process are guided by the OCP and Corporate Plans. Applicants should refer to these documents to understand how their services and programs align with the vision, goals and objectives of the RMOW.

5. ELIGIBILITY

- 5.1. FFS Recipients must be NFP Organizations located in the RMOW and serve the residents of the RMOW, however services provided by the FFS Recipients may extend through the Sea to Sky corridor.
- 5.2. Services or programs provided by FFS Recipients must create both tangible and intangible benefits for residents and visitors.
- 5.3. Services or programs offered by FFS Recipients must be open to all; any restrictions must be within the framework of the *Constitution Act, 1982, Canadian Charter of Rights and Freedoms*.
- 5.4. FFS Recipients must follow all RMOW policies, plans, bylaws and other applicable regulations.

6. FINANCIAL CONSIDERATIONS

- 6.1. FFS Funding Agreements are only final when the associated spending is adopted by Bylaw in the Five-Year Financial Plan.
- 6.2. The RMOW may choose to fund the FFS program through general taxation, or through the MRDT for FFS Recipients who provide visitor-serving programs and services, or a combination of both. Both sources of funding are subject to macroeconomic trends which may impact the funds available for the FFS program.
- 6.3. FFS Funding Agreements must include a clause permitting the RMOW to rescind funds due to significant and unforeseen revenue shortfall and include termination clauses should the terms of the agreement not be upheld by the recipient.
- 6.4. FFS Funding Agreements for FFS Recipients will be for up to three years with an option to renew for up to three years.
- 6.5. The first FFS Funding Agreement for first-time FFS Recipients will be for two years with an option to renew for another year.
- 6.6. FFS Funding Agreements provide FFS Recipients and new applicants with certainty of baseline funding. Any requested funding increases are decided by Council during the RMOW budget and Five-Year Financial Plan decision-making process.

7. APPLICATION PROCESS

- 7.1. The application process varies slightly between FFS Recipients and FFS Applicants.
- 7.2. Common elements of the application process include:

7.2.1. The application process may be revised at the sole discretion of the RMOW.

7.2.2. Applications will be evaluated using the following weighting:

7.2.2.1. 40% for the extent to which the proposed service is necessary to Whistler and addresses a community need or service gap.

7.2.2.2. 10% for thoroughness, accuracy, clarity of the application.

7.2.2.3. 30% for the extent to which the applicant is uniquely positioned to deliver the services and provide value for money to the RMOW and tax payers.

7.2.2.4. 20% for alignment with the OCP and other Corporate Plans.

7.2.3. Applications will be evaluated on their own merit and as potential components of the RMOW's total FFS portfolio.

7.2.4. In accordance with the *Community Charter* the RMOW will give public notice of its intention to provide assistance to the FFS recipients and will do so before the assistance is provided, and will describe the nature, term and extent of the proposed assistance.

7.3. FFS Recipients that also receive Value-In-Kind support from the RMOW will have a separate operating agreement or licence to occupy agreement.

8. APPLICATION PROCESS FOR FFS RECIPIENTS

8.1. RMOW staff will initiate the FFS application process for FFS Recipients in a timely manner that ensures the funding can be approved within the annual budget process.

8.2. Unless an existing FFS Funding Agreement is eligible for renewal, at the invitation of the RMOW, FFS Recipients must submit an application using a template provided by the RMOW. The application will require information related to:

8.2.1. Name of the FFS Recipient;

8.2.2. Organizational status (NFP/Charity) and governance structure;

8.2.3. The mission, mandate and FFS Recipient's objectives;

8.2.4. Cost benefit rational including a description of the service/programs the FFS Recipient delivers, how the FFS Recipient is uniquely positioned to resolve a service gap or unmet need in the RMOW that is aligned with the OCP and Corporate Plans;

8.2.5. A description of how the service/programs benefits the RMOW, citizens and visitors including both tangible and intangible benefits;

8.2.6. A description of how the FFS Recipient's programs and/or services support Reconciliation or relationship building with the Lílwat People and Squamish Nation;

8.2.7. Proposed key performance indicators;

- 8.2.8.** Annual operating costs of the program/service;
 - 8.2.9.** Amount/range of funding requested for the year and what portion of overall funding this would represent for the FFS Recipient; and
 - 8.2.10.** Financial statements for the most recent fiscal year.
- 8.3.** Applications will be evaluated using weighting listed in 7.2.2.
- 8.4.** At the outset of annual budget deliberations, a recommendation is put forward by staff regarding the total budget for FFS for the coming year, along with specific amounts for FFS Recipients. As with all recommended budget amounts, Council can direct changes to the total amount, and to amounts earmarked for each individual FFS Recipient. Offsetting funding sources must be identified where funding amounts increase. Funding amounts are not final until the Five-Year Financial Plan Bylaw is adopted.
- 8.5.** Successful FFS Recipients will enter into FFS Funding Agreements which include:
- 8.5.1.** Term (duration). FFS Funding Agreements will be for three years with the option to renew for up to three more years.
 - 8.5.2.** Annual Funding Amount. FFS Funding Agreements will secure an annual base level of funding for the duration of the agreement and the timing of payments in each year. Any requests by FFS Recipients to increase the annual baseline funding during the term of the agreement must be received in writing by September 1 with supporting information about why the increase is necessary. Funding increases are not guaranteed and must be determined by Council through the annual budget process.
 - 8.5.3.** FFS Recipient obligations including, but not limited to: progress reports and presentations to Council, First Nations land acknowledgement, acknowledgement of the RMOW's contribution, RMOW elected official appointment as a voting member to the Board of Directors of the FFS Recipient if the annual FFS funding amount exceeds \$100,000.
 - 8.5.4.** RMOW obligations include but are not limited to: timely execution of the application and renewal process, timely delivery of funds, responsiveness and availability of RMOW staff.
 - 8.5.5.** General Terms including but not limited to indemnity, liability, insurance requirements, jurisdiction, assignment of the Agreement, dispute resolution, termination.
- 8.6.** Prior to renewing existing eligible FFS Funding Agreements, RMOW staff will evaluate the impact of the FFS Funding Agreement with the FFS Recipient during the first six months of the last year of the agreement. The review ensures the partnership continues work for both parties and meets the following criteria:
- 8.6.1.** Alignment with RMOW Goals, Priorities and Values, including:
 - 8.6.1.1.** The services and or programs remain consistent with the OCP and the RMOW's goals, priorities and Corporate Plans;
 - 8.6.1.2.** The FFS Recipient has a good reputation in the community; and

9. APPLICATION PROCESS FOR FFS APPLICANTS

- 9.1.** RMOW staff may identify new FFS opportunities to fulfill an unmet service or programming need. Alternatively, a RMOW NFP Organization may identify an unmet need and submit an unsolicited proposal for consideration.
- 9.2.** If the RMOW initiates a process to find a NFP Organization to fulfill an unmet service or programming need under the FFS program then staff would prepare a report to Council for preliminary feedback and direction in order to undertake a public procurement process. Council can direct that the proposal is not supported and no further action is taken. Council may also direct a public procurement process to assess what NFP Organizations are capable of fulfilling the role and are interested in the opportunity. The results of the procurement process would then be presented to Council and a decision made to invite a NFP Organization to apply in the next FFS application intake or no further action is taken.
- 9.3.** If the RMOW receives an unsolicited proposal, it must be from a new FFS Applicant that meets the eligibility requirements as described in section 7.2.2.
- 9.4.** All new FFS Applicants must submit a letter of intent prior to January 31 of any year in order for staff and Council to complete the evaluation process prior to the FFS application process and budget decisions for the following year. The letter of intent should be no more than five pages in length and include the following information:
 - 9.4.1.** Name of the FFS Applicant;
 - 9.4.2.** Organizational status (NFP/Charity) and governance structure;
 - 9.4.3.** The FFS Applicant mission, mandate and objectives;
 - 9.4.4.** Description of the service/programs the FFS Applicant delivers and how these resolve a service gap or unmet need in the RMOW that is aligned with the OCP and Corporate Plans;
 - 9.4.5.** Description of how the service/programs benefits the RMOW, citizens and visitors and the tangible and intangible benefits;
 - 9.4.6.** A description of how the FFS Applicant's programs and/or services support Reconciliation or relationship building with the Lílwat Nation and Squamish Nation;
 - 9.4.7.** Expectations regarding roles and responsibilities of the FFS Applicant, the RMOW and any other partners who may be involved;
 - 9.4.8.** Identify any potential risks and how they might be managed;
 - 9.4.9.** Estimated operating costs of the program/service;
 - 9.4.10.** Amount/range of funding requested per year and what portion of overall funding this would represent for the FFS Applicant;
 - 9.4.11.** Financial statements for the most recent fiscal year should be appended to the letter of intent.

- 9.5. Staff will conduct an initial assessment of the proposal based on the evaluation criteria in this Policy. If the proposal has merit, staff will present the opportunity to Council. At this meeting, Council will be asked to provide initial feedback with possible direction to end the process or for staff to complete a high-level value for money assessment.
- 9.6. Staff complete the high-level value for money assessment and return to Council with a recommendation. If the proposal does not have merit, Council will direct staff at this meeting to take no further action except to notify the FFS Applicant.
- 9.7. If staff determine the proposal has merit, but that there may be other NFP Organizations capable of, or interested in providing the same service, or the evidence of value for money is somewhat weak, staff will recommend to Council that a competitive procurement process is initiated (e.g. Request for Expressions of Interest or Request for Proposal), prior to any decision to have the proponent participate in the next application intake process. Staff would evaluate any submissions and bring a recommendation forward to Council at which point Council can direct staff to take no further action or invite the successful FFS Applicant to apply in the next FFS Applicant intake process.
- 9.8. Staff may recommend not entering into a public procurement process due to the uniqueness of the opportunity and the nature of the partnership, and strong evidence that the arrangement will provide good value for money. In these cases, Council can direct staff to invite the FFS Applicant to participate in the next FFS Application intake process.
- 9.9. If an NFP Organization is invited to participate in the next FFS Application intake process they would then follow sections 8.2 to 8.5 listed above.
- 9.10. At the outset of annual budget deliberations, a recommendation is put forward by staff regarding the total budget for FFS for the coming year, along with specific amounts for Recipient Organizations. As with all recommended budget amounts, Council can direct changes to the total amount, and to amounts earmarked for each individual organization, including those cases where Council wishes to support a FFS Applicant that has completed the staff and Council review process. Offsetting funding sources must be identified where funding amounts increase. This process of revision will be considered complete at the time of the adoption of the Five-Year Financial Plan, which typically occurs early in the fiscal year.
- 9.11. Final determination of a FFS Applicant's participation in the FFS program is determined through the annual application and Council approval of the current Five-Year Financial Plan Budget.

10. RIGHT TO WITHDRAW

- 10.1. The RMOW reserves the right to withdraw from the process and terminate any further discussions without any compensation to the FFS Applicant or any related consultants, companies, individuals, agencies, vendors, etc. for any time or costs incurred.

11. DISCLOSURE OF INFORMATION AND FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

- 11.1. The RMOW is subject to the *Freedom of Information and Protection of Privacy Act*. Most information submitted to the RMOW in connection with a transaction of official business is public information subject to disclosure upon written request. All information provided to

the RMOW will be handled in accordance with the Act and the requirements of the Act while in the RMOW's possession. All documents submitted by a FFS Applicant and FFS Recipient should be regarded as public records and subject to disclosure, unless the information is accepted from the requirements of the Act (i.e. trade secrets and proprietary information).

- 11.2.** FFS Applicants and FFS Recipient are encouraged to submit trade secrets, financial records and proprietary or other confidential information which may be exempt from disclosure under the *Freedom of Information and Protection of Privacy Act* enclosed in a separate, sealed envelope marketed "confidential".

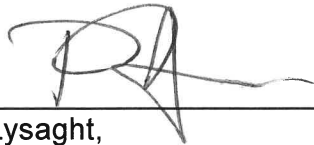
12. RELATED DOCUMENTS

Council Policy F-29: Procurement Policy

13. OTHER

This is a living document and, as such, is subject to regular review and amendment.

Certified Correct:



P. Lysaght,
Manager of Legislative Services/Corporate Officer

Form Submission

There has been a submission of the form through your Engage Whistler website.

Legal Name of Organization

Sea to Sky Invasive Species Council

Mission | Mandate

To minimize the threat of invasive species that negatively impact the environment, the economy and human health.

Society Registration Number

55391

Primary Contact Name

Mica Anguita

Primary Contact Email

micaela@ssisc.ca

Primary Contact Phone

604-698-8334

FFS Recipients are eligible to sign up to a three year agreement. Indicate the length of agreement you would prefer:

3 year

Operating Costs & Funding Amount Spreadsheet Upload

- [SSISC 2025-2027 Operating Costs Funding Amount Spreadsheet.xlsx](#)

PURPOSE: What services will be provided with the FFS funding? Please describe how they meet the objectives of the policy and how the services

align with the OCP?

The invasive species management services listed below are essential for protecting Whistler's ecosystems and biodiversity. Funding these services now will save Whistler money in the long-run, will enable us to prevent new species from establishing, and minimize the impact of invasive species that are already present. The services to be provided by SSISC would include:

1. Invasive Species Expertise, Coordination & Program Development

- Review, provide input and guidance on RMOW invasive species policies, plans, regulations and bylaws
- Communicate and collaborate with other partners and jurisdictions; sharing information and provide expertise on invasive species to RMOW staff and community
- Collaborate on funding applications; leverage government funding, develop invasive animals program

2. Training, Education & Outreach

- Annual invasive species training for relevant RMOW staff
- Raise awareness about invasive species through education and outreach programs, including Whistler-specific programs and resources

3. Invasive Plant Field Program

- Coordinate and carry out invasive plant surveys, mapping, removals and monitoring on priority municipal lands in Whistler
- Provide an annual, prioritized list of sites for RMOW crews to complete invasive plant removals
- Provide guidance and support to RMOW crews on effective invasive plant removal and disposal techniques

4. Environmental Protection Bylaw Implementation Support

- Notify RMOW when landowners are noncompliant regarding invasive species on their property
- Provide support to RMOW Bylaw Services and Environmental Stewardship teams in monitoring and confirming presence and/or effective removal of invasive species on private properties

These services align with the OCP as follows (chapter/goal # in parentheses) Our work directly contributes to protecting the environment, including terrestrial and aquatic habitats and the biodiversity they support (7), which in turn helps support the nature-based tourism economy (6), and increases ecosystem resilience re: climate change (7.2; 10.5). It helps support the community by offering employment (6), and being part of the Whistler Non-Profit network (8). We offer volunteer opportunities which helps community members to feel

connected to the community and the natural environment (8). We work directly with the Squamish Nation & Lil'wat Nation and have well-established collaborative working relationships (3). We provide meaningful employment opportunities outside of the tourism sector, especially for youth in the summer months (6, 8) We provide nature-based learning resources to teachers and educators (9.1) We work with tourism providers to encourage best management practices for invasive species prevention (9.4)

Describe how the services funded by FFS in your organization align with any other Corporate Plans and priorities, such as Council's Strategic Priorities, Big Moves Climate Action Plan, the RMOW's commitment to Reconciliation and initiatives to support inclusion, diversity, equity and accessibility?

These services also align with the Big Moves Climate Action Implementation Plan (BMCAIP), which is a key initiative identified in the 2023-2026 Strategic Plan. Specifically, invasive species management services will directly address adaptation goal #3.3: 'Prevent and minimize the spread of invasive species'. In addition, some of the species removed through these services are species which pose wildfire risks due to flammable oils in their aboveground vegetation. By removing these species, these services are contributing to wildfire protection for the community.

COST-BENEFIT RATIONALE: Why is your organization uniquely positioned to deliver those services; what unique benefits are achieved through delivery of those services by your organization? Please describe the value for money to the RMOW and tax payers.

We are uniquely positioned to deliver these services, as we are the local experts in invasive species management. We have been operating in Whistler since 2009, and are equipped, fully operational, and have in-depth knowledge of the current distribution of invasive species in Whistler. We have experienced professionals on staff that are trained and certified in species-specific best management practices, and we can deliver the proposed services more efficiently and effectively than internal staff at the RMOW. The SSISC is an active member of the Regional Invasive Species Organisations of BC, the Invasive Species Council of BC, and the North American Invasive Species Management Association.

The SSISC operates throughout the Sea to Sky Region, however the requested funds would be spent specifically in Whistler, for the benefit of the

Whistler community. Our regional, cross-jurisdiction programming allows us to deliver invasive species management in Whistler, in the most cost-effective manner.

As a registered charity, the SSISC can leverage funding provided by the RMOW to apply for and secure other funding to support, augment and enhance the proposed provision of services, for the benefit of the Whistler community. Funding from the RMOW will help us to secure funding and agreements with federal and provincial governments, granting bodies, industry partners and private landholders. Budget from other funders will allow us to carry out more invasive species management within the Whistler municipality, on jurisdictions beyond municipal lands, which will increase efficacy on Whistler's municipal lands and allow us to deliver a coordinated approach.

IMPLICATIONS: If FFS funding was not available, how would your organization provide the services indicated above; what aspects of those services would be most significantly impacted?

With a growing population and thriving tourism economy, the number of invasive species sites have increased significantly over the past decade. A changing climate means more habitats are susceptible to invasion, and with increased disturbance and more visitors, there is a heightened need to be proactive, preventative and strategic with invasive species management in Whistler.

We were grateful to be included in the 2024 FFS program, and as a result, we have been able to significantly expand and improve our service delivery in Whistler. For us to maintain and continue this level of service, we would need a comparable amount of funding to be provided again in 2025.

If FFS funding was not available, it will be very difficult for the RMOW to prevent and minimize the spread of invasive species (adaptation goal #3.3 of the BMCAIP). Without FFS funds, the SSISC would need to reduce the scope of work, including reducing:

- the number of invasive plant sites we can survey, control and monitor
- staff time we can allocate to the provision of support to RMOW staff, specifically for bylaw implementation support, review of the RMOW's Invasive Species Management Plan, and prioritization of sites on municipal lands
- the development and implementation of invasive animals programs, and collaboration on funding applications

If FFS funding was not available, we would need to:

- request funding from the Environmental Stewardship Manager's discretionary

budget, which we understand, is limited to current levels; and

- apply for significant, uncertain, grant funding to cover the shortfall.

SSISC's request for funding for 2025-2027 has a slight increase than the baseline funding provided in 2024. The increase will be directed towards covering increasing costs due to inflation. In addition, we acknowledge that living expenses for our employees are also rising and aim to pay a livable wage so that they can remain living and working in Whistler.

KEY PERFORMANCE INDICATORS: If FFS funds are provided to your organization, what metrics will your organization track and report to highlight the outcomes or impacts of the FFS?

of sites surveyed, treated, monitored in Whistler.

of public enquires addressed

municipal employees trained

of staff hours spent providing support and expertise to RMOW staff

Financials Upload

- [SSISC 25-27 FFS Application Financials.pdf](#)

Does your organization have any outstanding debts to the RMOW?

No

Does your organization currently receive Value In Kind from the RMOW?

Yes

If yes to the above, in what form?

In the form of office space and storage space at 1101 Cheakamus Road (Cheakamus Forestry Building), totaling \$6,214 annual contribution.

I agree to the terms above and confirm the statements made in this Application are true and complete.

Yes

First Name

Micaela

Last Name

Anguita

To view all of this form's submissions, visit

https://engage.whistler.ca/index.php/dashboard/reports/forms_new/data/179

This is not SPAM. You are receiving this message because you have submitted feedback or signed up to Engage Whistler.

	Annual Operating Costs	FFS Funding Request Year 1	FFS Funding Request Year 2	FFS Funding Request Year 3
Admin Wages & Benefits	\$ 6,075.85	\$ 609.87	\$ 622.07	\$ 622.07
Program Wages & Benefits	\$ 601,509.48	\$ 60,377.58	\$ 61,585.13	\$ 61,585.13
Rent, Utilities	\$ 5,835.00	\$ 824.82	\$ 841.32	\$ 841.32
Equipment & Supplies	\$ 96,761.28	\$ 11,424.03	\$ 11,652.51	\$ 11,652.51
Advertising & Promotion	\$ 1,500.00	\$ 161.73	\$ 164.96	\$ 164.96
Capital Projects/Purchases	\$ -	\$ -	\$ -	\$ -
All Other Costs	\$ 25,609.98	\$ 2,306.96	\$ 2,353.10	\$ 2,353.10
TOTAL	\$ 737,291.59	\$ 75,705.00	\$ 77,219.10	\$ 77,219.10

FFS funds as a percentage of overall annual operating costs.

10%	10%	10%
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**Annual increases in FFS funding are not guaranteed. All FFS decisions are made during the annual budget process and multi-year agreements will only indicate the baseline funding amount approved by Council in year one.*

FUNDER CATEGORY	FUNDING SOURCE	2024 PROJECTED REVENUES
Federal Gov't	ECO Canada	\$ 15,000.00
	Project Learning Tree Canada - Green Jobs	\$ 6,000.00
	UNA of Canada (STP)	\$ 33,333.74
	ICTC Wilding Trail	\$ -
	DFO - Aquatic Invasive Species	\$ 6,888.82
	DFO - Aquatic Invasive Species Prevention Fund	\$ -
	DFO - Salmon Enhancement Program Community Grant	\$ 3,500.00
	Canada Summer Jobs	\$ 5,419.00
Provincial Gov't	MOTI - education, outreach, QA, strategic planning & office activities	\$ 18,000.00
	MOTI - treatment, control, inventory, monitoring & IAPP reporting	\$ 39,500.00
	MOTI - weekly season reporting work	\$ -
	Mof - Coordination & Awareness	\$ 15,750.00
	Mof - Operational	\$ 60,000.00
	Mof / AECOM - Bannock Burn FR Cont Act	\$ 64,550.00
	BC Parks	\$ 5,000.00
	BC Parks (Parks Enhancement Fund)	\$ 2,973.00
	BC Parks (Parks Enhancement Fund)	\$ 3,000.00
	Workforce wage subsidy	\$ -
	BC Green Grant (to 2023, received in Jan 2023)	\$ 11,500.00
	First Nations	Squamish Nation - Field Program
T'li't'at Nation, Peggibet & LRS - Wildlife Sanitation Project		\$ 4,500.00
L'Fwast Nation - Partnership with MOTI / MFLNRORD		\$ 46,452.00
Local & Regional Gov't	Roset Municipality of Whistler - Partnership Program (CCA, Out each)	\$ 31,500.00
	Roset Municipality of Whistler - Field Program	\$ 42,000.00
	Roset Municipality of Whistler - Tandem Station	\$ 840.00
	District of Squamish - Partnership Program (CCA, Out each)	\$ 10,000.00
	District of Squamish - Bylaw Support	\$ 10,000.00
	District of Squamish - Capital Projects	\$ 18,421.03
	District of Squamish - Operational	\$ 32,000.00
	District of Squamish - Landfill Fence Project	\$ -
	District of Squamish - Air Quality Project	\$ 3,000.00
	Village of Lions Bay - Partnership Program (CCA & Out each)	\$ -
	Village of Lions Bay - Field Program	\$ -
	SIRD - Partnership Program (CCA, Out each)	\$ 39,815.34
	SIRD - Field Operations	\$ 21,479.66
	Village of Pemberton - Partnership Program (CCA, Out each)	\$ 1,750.00
	Industry & Developers	BC Hydro (Contract)
Inverness (Contract)		\$ 21,315.00
Fossil (Contract)		\$ 3,000.00
EPCOR		\$ -
BC Forests		\$ 5,060.00
LaFarge - Coast Aggregates		\$ 2,000.00
Polygon Homes		\$ 54,684.00
Nature Trust of BC		\$ 7,140.00
Squamish Terrestrial		\$ -
Sloookum Creek - Sea to Sky Energy Solutions		\$ -
Atlantic Power	\$ 840.00	
Grants	Community Foundation of Whistler - Education, Outreach & Training	\$ 20,500.00
	Community Foundation of Whistler - Invasive Plants Inventory & Control	\$ 12,500.00
	Community Foundation of Whistler - Invasive Animals	\$ 23,000.00
	HCTF (Invasive Mussel)	\$ -
	TDFF	\$ 5,500.00
	Squamish Community Foundation	\$ 1,900.00
	BC Hydro Grants	\$ 1,000.00
	Other Grants	\$ 2,000.00
Earned Revenue	Catering Program	\$ 2,000.00
	Training Programs	\$ 500.00
	Outreach Activities (Fee for Service)	\$ 3,000.00
	Parks Landfills - Program	\$ 4,750.00
	Equipment Rental	\$ -
Sale of goods	\$ 500.00	
Donations	\$ 1,000.00	
Interest	\$ 2,930.00	
TOTALS	\$ 737,291.59	

EXPENSE CATEGORY	EXPENSE CATEGORY	2024 PROJECTED ACTUALS
Admin	Accounting & Legal	\$ 8,500.00
	Insurance	\$ 2,800.00
	WorksafeBC	\$ 836.22
	Interest & Bank Charges	\$ 62.00
	Licenses, Fees, Permits & Memberships	\$ 2,000.00
	Office Supplies	\$ 650.00
	Office Furniture, Equipment	\$ 500.00
	Office Space / Storage	\$ 1,260.00
	Postage, Courier, Mailbox Rental	\$ 60.00
	Phones and Data Plans	\$ 3,000.00
	Internet	\$ 550.00
	Software	\$ 6,000.00
	Payroll & Time Tracking Subscriptions	\$ 4,000.00
	Technology	\$ 3,750.00
	Website	\$ 1,061.76
Staff Wages	Positions	\$ 593,335.33
Contractors	Field Contractor	\$ 10,750.00
	Other contractors	\$ 3,500.00
	Traffic Rental	\$ 46,152.28
Field Program Expenses	Traffic Insurance	\$ -
	Traffic Fuel	\$ 6,000.00
	Maintenance of Field Trucks	\$ 1,500.00
	Field Crew Meals	\$ 1,500.00
	Field - Personal Vehicle Insurance Allowance	\$ 250.00
	Field Crew Phones	\$ 450.00
	Disposal	\$ 500.00
	Planting/Seeding	\$ 750.00
	Field Tools	\$ 5,000.00
	Field Supplies (General)	\$ 4,000.00
	Mussel Sampling - Supplies	\$ 500.00
	Mussel Sampling - Meals	\$ 500.00
	Green Cup Program Supplies & Expenses	\$ 2,053.00
	Green Cup Program - Meals	\$ 646.00
	Field Crew Training	\$ 3,000.00
Education & Outreach Program expenses	Outreach Supplies & Equipment (General)	\$ 6,000.00
	Outreach - Personal Vehicle Insurance Allowance	\$ 600.00
	Cell phone allowances for Outreach staff	\$ 575.00
	Outreach Programs (General) - Meals	\$ 3,000.00
Other	Honourariums & Gifts / Staff Appreciation	\$ 1,500.00
	Bonded Expenses	\$ 500.00
	Advertising & Promotion	\$ 1,500.00
	Meetings	\$ 1,200.00
	Travel	\$ 3,000.00
	Meals (CCA)	\$ 1,500.00
	Professional Development	\$ 2,500.00
	Amortization Expense	\$ -
Accounting	Cash Short/Over	\$ -
	Loan repayments	\$ -
	TOTALS	\$ 737,291.59
	% of expenses by program	
NET		\$ -

Sea to Sky Invasive Species Council
Balance Sheet As at 12/31/2023

ASSET

Current Assets		
Blueshore Chequing	102,055.44	
Blueshore Gaming	11,506.94	
Blueshore Equity Shares	31.59	
Total Cash		113,593.97
Term Deposit 8	40,000.00	
Term Deposit 9	35,000.00	
Total Investments		75,000.00
Accounts Receivable	131,339.89	
Total Receivable		131,339.89
Prepaid Expenses		566.67
Total Current Assets		<u>320,500.53</u>
Capital Assets		
Office Furniture, Equipment & Tools	1,543.69	
Accum. Amort. -Furn, Equip & Tools	-1,543.69	
Net - Furniture, Equipment & Tools		0.00
Total Capital Assets		<u>0.00</u>
Other Non-Current Assets		
Computer Hardware	675.92	
Accum. Amort. - Computer Hardware	-675.92	
Net - Computer Hardware		0.00
Total Other Non-Current Assets		<u>0.00</u>
TOTAL ASSET		<u><u>320,500.53</u></u>

LIABILITY

Current Liabilities		
Accounts Payable		876.38
Accrued Liabilities		1,200.00
Deferred Grants / Unearned Revenue		19,500.00
Vacation Payable		1,792.26
Wages Payable		6,821.29
WCB Payable		267.49
GST Paid on Purchases	-2,426.16	
GST Owing (Refund)		-2,426.16
Total Current liabilities		<u>28,031.26</u>
TOTAL LIABILITY		<u>28,031.26</u>

EQUITY

Reserves		
Revenue Reserves (contingency)	250,482.29	
Total Reserves	<u>250,482.29</u>	
Current Earnings	41,986.98	
TOTAL EQUITY		<u>292,469.27</u>
LIABILITIES AND EQUITY		<u><u>320,500.53</u></u>

Sea to Sky Invasive Species Council
Income Statement 01/01/2023 to 12/31/2023

REVENUE

Grant & Sponsorship Revenue	
Grants - Federal	92,614.55
Grants - Provincial	168,800.00
Grants - First Nations & Local Govt	265,158.22
Grants - Other	55,209.00
Total Grant Revenue	<u>581,781.77</u>
Industry	96,549.00
Donations	3,646.98
Certification Revenue	1,509.60
Private Landholder Revenue	4,401.94
Outreach Activities (fee for servic	1,128.88
Sale of Goods	363.72
Net Sales	<u>689,381.89</u>
Other Revenue	
Interest Revenue	1,863.43
Total Other Revenue	<u>1,863.43</u>
TOTAL REVENUE	<u>691,245.32</u>

EXPENSE

Payroll Expenses	
Wages & Salaries	496,944.78
EI Expense	10,230.84
CPP Expense	25,469.69
WCB Expense	796.40
Total Payroll Expense	<u>533,441.71</u>
General & Administrative Expenses	
Accounting & Legal	5,035.32
Advertising & Promotions	66.63
Honorariums & Gift	1,648.53
Contractors - Field	10,000.00
Contractors - Other	1,414.49
Total Contractors	<u>11,414.49</u>
Disposal	338.75
Green Crab Program Supplies & Exp	658.51
Mussels Field Supplies	642.15
Courier & Postage	205.10
Field Supplies	3,156.46
Field Tools	4,054.50
Insurance	1,776.00
Insurance- perso veh ins allo Outre	296.00
Internet	515.35
Interest & Bank Charges	118.41
Licences, Fees & Permits	1,573.62
Meetings	733.92
Mileage-E&O,CCA	3,762.51
Mileage - Green Crab	498.58
Mileage - Field	1,484.88
Office Supplies	577.22
Office Furniture & Equip	290.95
Storage	833.65
Program Expenses - Outreach	3,906.75
Subscriptions	3,947.70
Training - Field Crew	2,289.15
Phones & Data Plans	3,659.19
Telephone - Field	406.80
Telephone - Outreach	534.50
Technology	3,118.31
Professional Development	2,217.54
Travel	3,152.56
Truck Lease	41,261.15

Printed On: 03/06/2024

Approved by Treasurer, Caroline Ashekian
6th March 2024

C. Ashekian Page 151 of 301

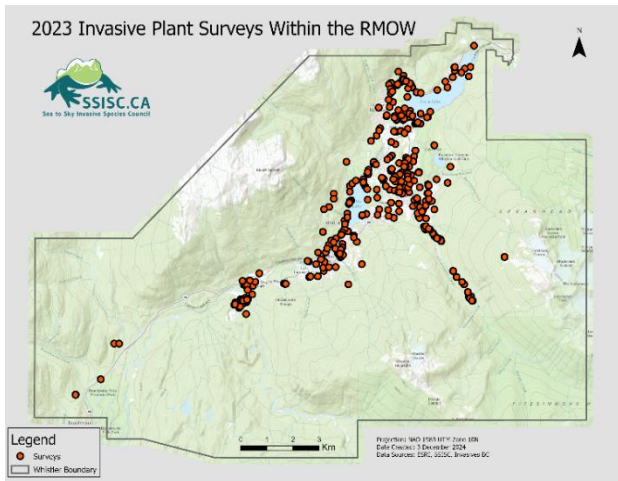
Sea to Sky Invasive Species Council
Income Statement 01/01/2023 to 12/31/2023

Truck Fuel	5,182.64
Truck Maintenance & Repair	447.05
Website	1,064.88
Software	4,946.88
Total General & Admin. Expenses	<u>115,816.63</u>
TOTAL EXPENSE	<u>649,258.34</u>
NET INCOME	<u><u>41,986.98</u></u>

SSISC: Photos and captions to demonstrate the proposed services



Above Left: SSISC field crews removing Yellow Flag Iris from the Montebello bioswale
Above Right: Volunteers installing mussel substrate samplers in Alta Lake.
Below left (upper): Map of Invasive Plant surveys completed by SSISC during 2023.
Below left (lower): SSISC field crews removing spotted knapweed in the Rainbow neighbourhood
Below right: New curly leaf pondweed infestation found in Alta Lake





Stop the Spread Trash Invasives

What are invasive species?

- **Invasive plants don't belong here:** they are not native to the area
- **They spread quickly** because they don't have natural control measures here (e.g., local insects don't feed on them, no diseases, animals don't eat them, etc.)
- They have **negative impacts on the environment,** human health, and/or the economy
- **Not all weeds are invasive.** Some native plants are an integral part of our environment but may be unwelcome in your lawn or garden (e.g., devil's club)

How did they get here?

- In short: **people move them around!**
- Invasive plants are sometimes sold in garden centres (we're working on it)
- Moving infested soil during construction
- Illegal dumping
- **Garden escapees**

Above (left): Educational resource created for Banish Burdock volunteers to help identify burdock
Above (right): Resource handed during Whistler FireSmart Crew Training where SSISC presented to participants
Below (left): One of our young Banish Burdock volunteers along with SSISC staff learning about other invasive plants in Cheakamus
Below (right): Volunteers stand next to burdock they removed from Bayly park during a community weed pull



From: [Engage Whistler](#)
To: [Jill Brooksbank](#)
Subject: Form Submission
Date: Thursday, October 17, 2024 11:43:16 AM

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.



Form Submission

There has been a submission of the form through your Engage Whistler website.

Legal Name of Organization

Whistler Animals Galore Society

Mission | Mandate

To provide a safe and nurturing environment to homeless and lost dogs and cats in our community and to be advocates in finding their forever homes.

Society Registration Number

8791987290001

Primary Contact Name

Peta Woolnough

Primary Contact Email

peta@whistlerwag.com

Primary Contact Phone

604 935 8364

FFS Recipients are eligible to sign up to a three year agreement. Indicate the length of agreement you would prefer:

3 year

Operating Costs & Funding Amount Spreadsheet Upload

- [Operating Costs Funding Amount Spreadsheet 1.xlsx](#)

PURPOSE: What services will be provided with the FFS funding? Please describe how they meet the objectives of the policy and how the services align with the OCP?

WAG plays a critical role in the community by providing a variety of animal-related services that help create a safe and enjoyable environment for both people and pets. Our services align with the OCP by supporting animal welfare, promoting community safety, fostering responsible pet ownership, and advancing reconciliation efforts through collaboration with local First Nations.

Bylaw and Impound Services : WAG is responsible for responding to complaints related to animal control and bylaw enforcement, such as dog licensing, off-leash dogs, lost and found animals, animal cruelty, and dogs left in hot vehicles. We shelter lost and stray animals, caring for them until they can be reunited with their families. In addition, WAG provides emergency boarding for animals when their families are experiencing difficult life events. Through these services, we help maintain a safe and enjoyable community by encouraging compliance with the RMOW Animal Responsibility Bylaw.

Surrender and Adoption Services: Our adoption program is tailored to meet the needs of each animal and their potential new home. We provide pre and post adoption support to ensure smooth transitions for pets and their families. For those considering surrendering their pets, we offer counselling and guidance to help them make the best choice for their situation.

Outreach Services: In partnership with the Lil'wat Nation, WAG hosts offsite Animal Wellness Clinics to help families who cannot afford regular veterinary care. These

clinics provide essential services, including spay/neuter surgeries, parasite control, and general veterinary exams. Our Animal Food Bank distributes 200 bags of food to remote communities annually, along with essential supplies like dog beds, dog houses, collars, and toys. This outreach supports animal welfare and education while fostering reconciliation and cooperation with local Indigenous communities. This summer, we were invited to host three clinics, serving 75 dogs. The demand is so high that we regularly reach our capacity of 30 families.

Community Engagement & Education: WAG creates opportunities for community involvement through our volunteer and foster programs, as well as events. Volunteers learn about animal care and welfare while building empathy and compassion for animals. This fosters a sense of community and improves mental wellness. WAG also partners with local businesses for events like WAG Fest, Woof Water, Dog Day, Canada Day Parade, Pride, and Pups + Pints to raise awareness and bring the community together. We continue to advocate for positive, force-free animal training techniques through workshops, childcare centre visits, school volunteer programs, and event marketing.

Describe how the services funded by FFS in your organization align with any other Corporate Plans and priorities, such as Council’s Strategic Priorities, Big Moves Climate Action Plan, the RMOW’s commitment to Reconciliation and initiatives to support inclusion, diversity, equity and accessibility?

WAG’s work enhances community well-being, animal welfare, and environmental stewardship, all while fostering partnerships that embody the principles of reconciliation and inclusivity.

Council’s Strategic Priorities: WAG’s services directly contribute to the RMOW’s goal of fostering a healthy, inclusive, and vibrant community. Our programs, ranging from animal control and bylaw enforcement to adoption and surrender support create a safer and more cohesive community environment. WAG’s adoption and outreach programs promote responsible pet ownership, ensuring that pets receive the care they need and minimizing issues related to stray animals. By maintaining compliance with the RMOW Animal Responsibility Bylaw, we also help preserve public spaces, keeping them safe and enjoyable for all residents and visitors.

Big Moves Climate Action Plan: As part of our commitment to sustainability and protecting local ecosystems, WAG emphasizes responsible pet ownership, reducing the strain on natural ecosystems caused by overpopulation. Our spay and

neuter programs help manage the local animal population, decreasing the environmental impacts associated with unplanned litters. This helps prevent the spread of diseases in wildlife and reduces the strain on local resources. In addition, WAG's partnerships with local veterinarians and our focus on preventive care ensure that animals are healthier, which can indirectly reduce their environmental footprint.

Reconciliation and Inclusion: WAG is deeply committed to reconciliation, working closely with the Lil'wat Nation to provide offsite Animal Wellness Clinics and Outreach Services. These clinics bring essential veterinary services to families in remote communities who may not otherwise have access to regular care. By partnering with local First Nation communities, WAG honours the RMOW's commitment to reconciliation and equity. We aim to bridge gaps in service delivery while fostering respectful, cooperative relationships that improve animal welfare and community well-being. Our collaborative work with the Lil'wat Nation also aligns with RMOW's goals for inclusion and diversity by ensuring that historically underserved communities receive the care and support they need.

Accessibility and Equity: Through our volunteer and foster programs, WAG ensures that community members of all backgrounds and abilities can engage with the organization. We create opportunities for people to participate in animal welfare regardless of their financial means or length of stay in the community. Foster programs also allow temporary residents, such as seasonal workers, to experience the joy of caring for animals, promoting inclusivity and community connection.

COST-BENEFIT RATIONALE: Why is your organization uniquely positioned to deliver those services; what unique benefits are achieved through delivery of those services by your organization? Please describe the value for money to the RMOW and tax payers.

WAG is uniquely positioned to deliver its services due to our highly trained staff, strong community relationships, and long-standing trusted reputation. Additionally, we are the only full-time facility providing impound services, with the next closest facility located in North Vancouver. These factors enable us to offer significant value to the RMOW and its taxpayers.

Our staff is well-trained in animal care, rehabilitation, and welfare, consistently enhancing their knowledge through professional development courses such as Indigenous Awareness, Fear Free Shelters, Pet First Aid, and Karen Pryor Shelter

Training and Enrichment. This continuous education allows WAG to offer superior animal welfare services that benefit both the animals and the broader community by promoting humane and compassionate practices.

WAG is also committed to providing Critical Care for animals in need. We frequently become the last option for animals requiring complex medical interventions, often when other organizations cannot help. We prevent unnecessary euthanasia by assisting pet guardians facing financial hardship and provide lifesaving care that ranges from essential antibiotics to critical surgeries and rehabilitation. In the past year, 36 animals received emergency or critical care through our efforts, and were either reunited with their families or placed in loving new homes.

Additionally, our decade-long partnership with the Lil'wat Nation illustrates our dedication to reducing stray populations and improving animal welfare through culturally respectful collaboration. WAG's strong ties with local veterinarians, trainers, and shelters further enhance the care we provide.

Voted Whistler's Favourite Non-Profit for 11 consecutive years, WAG remains a beloved community asset. We offer the RMOW and its taxpayers a valuable return on investment through high-quality animal care, community engagement, and a positive impact on the safety and well-being of both animals and residents.

IMPLICATIONS: If FFS funding was not available, how would your organization provide the services indicated above; what aspects of those services would be most significantly impacted?

WAG is dedicated to providing life-saving services as an essential community resource. However, without FFS funding, our ability to deliver these critical services would be severely compromised. In 2023, we faced significant staffing challenges that led us to increase our 2024 starting minimum wage to \$20 and implement a livable wage for experienced staff. This adjustment is vital for maintaining our capacity to provide optimal care.

Without FFS funding, WAG would be forced to become more selective in animal intake, significantly impacting critical care and long-term behaviour cases. This could lead to euthanasia for many animals needing urgent support, particularly those who rely on our services as a last resort. Our already stretched team would prioritize essential tasks like animal care and limited adoptions, drastically reducing community outreach efforts, including wellness clinics and low-cost spay and neuter

programs.

Additionally, our team routinely manages animals with behavioural challenges such as reactivity, under-socialized and fear and navigate uncertainties with new animal intakes from impounds and surrenders. Without proper training and experience, staff could face increased risks of injury, leading to potential harm to both the animals and liabilities for WAG. This highlights the urgent need for ongoing support and training to ensure a safe, effective workplace.

WAG's services positively impact not just animals but also the lives of families and individuals throughout the community. We greatly appreciate the RMOW's ongoing support and hope for your favourable consideration of our 2025 funding request (see attachment: Request for FFS funding increase 2025).

KEY PERFORMANCE INDICATORS: If FFS funds are provided to your organization, what metrics will your organization track and report to highlight the outcomes or impacts of the FFS?

If FFS funds are provided to WAG, we will track several key performance indicators to highlight the outcomes and impacts of this support:

Animal Flow Metrics: We will monitor the flow of animals through our organization, including adoptions, surrenders, strays, and redemptions. This data will help us understand the effectiveness of our services in placing animals in forever homes and managing the local stray population.

Shelter Buddy Program: Utilizing the Shelter Buddy computer program, we can conduct year-to-year comparisons of animal statistics. This program tracks dog licence sales, impounds, and fundraising totals, providing insights into our operational efficiency.

Low-Cost Spay and Neuter Surgeries: We will record the number of spay and neuter surgeries performed, which is essential for assessing our impact on the local animal population and reducing the number of unwanted pets.

Wellness Clinic Participation: We will monitor attendance at our wellness clinics to evaluate community engagement and the effectiveness of our outreach initiatives.

Fundraising Achievements: Tracking our fundraising efforts will allow us to measure

success in raising necessary funds to support our programs and initiatives.

Annual Community Survey: We will conduct an annual survey to gather feedback from the community, assessing satisfaction levels and identifying areas for improvement.

These metrics will be reported in our progress updates and included in our year-end presentation to Council, demonstrating the value of FFS funding to our organization and the community.

Financials Upload

- [Copy of WAG - 2025 Budget v1.0.xlsx](#)

Does your organization have any outstanding debts to the RMOW?

No

Does your organization currently receive Value In Kind from the RMOW?

Yes

If yes to the above, in what form?

The RMOW provides the building that Whistler Animals Galore currently occupies, as well as any operational costs associated with that building.

I agree to the terms above and confirm the statements made in this Application are true and complete.

Yes

First Name

Peta

Last Name

Woolnough

To view all of this form's submissions, visit

https://engage.whistler.ca/index.php/dashboard/reports/forms_new/data/179

Request for FFS funding increase 2025:

WAG is requesting an increase in FFS funding for 2025 due to unique operational and staffing demands specific to our industry. WAG staff handle animals, some of which have behavioural challenges, such as reactivity, under-socialization, and fear. These animals often arrive through bylaw impound, lost animal services, or other unknown situations. These animals require handling by experienced and trained staff, which necessitates competitive salaries in the Whistler market. In addition to specialized animal behaviour support, our staff manage medical cases, provide ongoing care for animals with health challenges, and sometimes deal with deceased animals, all of which require specialized skills.

WAG operates seven days a week and maintains on-call services overnight to meet the needs of animals in our care, which adds further strain on our staffing resources. This round-the-clock operation, combined with the emotional demands of caring for vulnerable animals, can lead to compassion fatigue among staff, making it critical that we provide the necessary support for their well-being.

For the past several years, WAG has operated at a significant deficit to cover these rising costs. Without increased funding, maintaining current service levels will not be sustainable. The requested funding of \$198,000 will bring WAG's support to a comparable level as Arts Whistler at approximately 39% of WAG's 2025 operating budget, and still be well under the levels provided to other FFS recipients such as the Whistler Museum and Archives Society. This increase is vital to ensure the continued care and safety of the animals and support for the dedicated staff who look after them

	Annual Operating Costs	FFS Funding Request Year 1	FFS Funding Request Year 2	FFS Funding Request Year 3
Admin Wages & Benefits	105,093.00	41,000	43,100.00	45,300.00
Program Wages & Benefits	264,107.00	103,000.00	108,200.00	113,600.00
Rent, Utilities				
Equipment & Supplies	88,900.00	35,000.00	36,800.00	38,600.00
Advertising & Promotion	3,000.00	1,000.00	1,100.00	1,200.00
Capital Projects/Purchases				
All Other Costs	47,080.00	18,000.00	18,900.00	19,800.00
TOTAL	508,180.00	198,000.00	208,100.00	218,500.00

FFS funds as a percentage of overall annual operating costs.

		5	5
	39%	5%	5%

**Annual increases in FFS funding are not guaranteed. All FFS decisions are made during the annual budget process and multi-year agreements will only indicate the baseline funding amount approved by Council in year one.*

Whistler Animals Galore Comparative Income Statement

	2022 Full Year Actual	2023 Full Year Actual	Actual 01/01/2024 to 07/31/2024	2025 Budget
REVENUE				
REVENUE				
Fee for Service - RMOW	103,071.00	119,500.00	73,439.50	198,000.00
Fee for Service & Grants - VOP / SLRD				18,000.00
Grants	356.25	1,260.00	2,498.44	5,000.00
Donations Revenue	87,368.74	98,790.05	39,083.75	105,000.00
Donations-Other Charities/Foundat.	52,694.30	21,196.49	18,602.53	50,000.00
Donations in Kind	358.99	0.00	0.00	0.00
Adoption Fees	23,604.75	37,987.98	10,792.60	25,000.00
Emergency & Critical Care Revenue	53,688.97	42,991.70	16,134.88	45,000.00
Fundraiser Revenue	50,819.13	36,810.75	24,485.72	40,500.00
Sponsorship	0.00	0.00	0.00	0.00
Coins/Tiptap Revenue	8,905.42	11,922.05	3,876.05	10,000.00
Pet Registry Revenue	0.00	0.00	448.00	
Product Sales & Rentals	3,505.00	3,285.00	1,000.00	1,700.00
Impound & Licence Fees	2,086.25	2,443.75	1,477.50	2,700.00
Pemberton Impound & License Fees	80.00	0.00	0.00	0.00
Boarding Fees	0.00	120.00	0.00	0.00
Surrender Fees	500.00	200.00	0.00	0.00
Mt. Currie Outreach Revenue	8,495.00	4,764.50	3,210.46	5,800.00
Fence Revenue	4,032.33	3,225.78		2,065.00
PST Commissions	148.85	175.85	89.00	200.00
Interest income	86.58	923.75		200.00
Recovered Vet Costs	132.50	0.00	0.00	0.00
TOTAL REVENUE	399,934.06	385,597.65	195,138.43	509,165.00
TOTAL REVENUE	399,934.06	385,597.65	195,138.43	509,165.00

EXPENSE**DIRECT COSTS**

Veterinary Costs & Vet Supplies	11,046.61	12,541.24	7,755.80	14,000.00	b
Food, Supplies, Kennel Expenses	5,460.75	4,399.27	2,743.71	4,900.00	b
Merchandise	4,714.93	4,399.57	0.00	1,500.00	d
Fundraising Expenses	1,386.86	2,482.96	1,558.95	2,800.00	d
Spay & Neuter Expenses	10,001.14	20,926.10	13,107.41	20,000.00	b
Emergency & Critical Care Expenses	37,500.39	35,374.00	26,811.90	40,000.00	b
Mt. Currie Outreach and FANS exp.	7,548.57	8,266.55	6,795.53	10,000.00	b
Website Expense	1,575.72	0.00			
Subcontract Labour	517.50	1,766.88	793.00	500.00	d
Wages	216,507.05	298,014.14	189,617.58	326,000.00	
EI Expense	4,531.28	6,475.88	4,256.96	7,300.00	
CPP Expense	10,178.09	14,583.62	9,964.34	18,700.00	
WCB Expense	2,570.37	4,023.11	1,885.53	3,100.00	
Medical Benefits	11,440.74	13,174.28	8,600.41	14,100.00	
TOTAL DIRECT COSTS	324,980.00	426,427.60	273,891.12	462,900.00	

ADMINISTRATION

Advertising & Promotion	1,406.13	5,405.01	1,962.49	3,000.00	c
Amortization	5,882.02	4,037.01	0.00	2,580.00	d
Automotive Total	2,928.33	3,509.35	2,247.30	4,000.00	d
Bank Charges & Interest	1,782.74	1,753.05	1,192.08	2,100.00	d
Bookkeeping	7,305.47	6,953.06	5,582.93	10,000.00	d
Credit Card Fees	4,403.90	4,793.84	2,256.22	4,100.00	d
Computer Expenses	993.03	2,456.04	2,456.04	3,000.00	d
Insurance	2,688.00	2,786.76	1,866.08	3,400.00	d
Meals & Ent. (Staff)	743.58	715.06	455.15	800.00	d
Licences/Fees/Dues	725.07	891.07	460.75	800.00	d
Office Expense	5,294.24	5,886.06	3,734.23	6,700.00	d
Repairs & Maintenance	223.63	0.00	0.00	0.00	d

Telephone	1,904.61	2,399.61	1,844.59	3,300.00	d
Travel	258.85	13.00	13.00	0.00	d
Training	872.21	80.54	80.54	1,000.00	d
Volunteer/Donor Recognition	326.66	539.74	412.29	500.00	d
TOTAL ADMINISTRATION	37,738.47	42,219.20	24,563.69	45,280.00	
TOTAL EXPENSE	362,718.47	468,646.80	298,454.81	508,180.00	
NET INCOME	37,215.59	-83,049.15	-103,316.38	985.00	

		39%	5%	5%	
FFS Expenses Breakdown	Annual Operating Costs	FFS Funding Request Year 1	FFS Funding Request Year 2	FFS Funding Request Year 3	
Admin Wages & Benefits	\$ 105,093.00	\$ 41,000.00	\$ 43,100.00	\$ 45,300.00	a
Program Wages & Benefits	\$ 264,107.00	\$ 103,000.00	\$ 108,200.00	\$ 113,600.00	
Rent, Utilities	\$ -	\$ -	\$ -	\$ -	
Equipment & Supplies	\$ 88,900.00	\$ 35,000.00	\$ 36,800.00	\$ 38,600.00	b
Advertising & Promotion	\$ 3,000.00	\$ 1,000.00	\$ 1,100.00	\$ 1,200.00	c
Capital Projects/Purchases	\$ -	\$ -	\$ -	\$ -	
All Other Costs	\$ 47,080.00	\$ 18,000.00	\$ 18,900.00	\$ 19,800.00	d
TOTAL	\$ 508,180.00	\$ 198,000.00	\$ 208,100.00	\$ 218,500.00	

FFS funds as a percentage of overall annual operating co 38.96%

Whistler Animals Galore Comparative Income Statement

	<u>Actual 01/01/2024 to 08/31/2024</u>	<u>Actual 01/01/2023 to 08/31/2023</u>	<u>Percent</u>
REVENUE			
REVENUE			
Fee for Service	83,502.00	79,666.66	4.81
Grants	2,498.44	260.00	860.94
Donations Revenue	40,448.75	52,977.23	-23.65
Donations-Other Charities/Foundat.	18,792.53	5,368.26	250.07
Adoption Fees	12,842.60	26,520.98	-51.58
Emergency & Critical Care Revenue	17,214.88	22,839.98	-24.63
Fundraiser Revenue	26,294.44	25,436.89	3.37
Coins Revenue	3,556.05	7,489.70	-52.52
Pet Registry Revenue	448.00	0.00	0.00
Product Sales & Rentals	1,000.00	180.00	455.56
Impound & Licence Fees	1,614.25	2,087.50	-22.67
Boarding Fees	0.00	50.00	-100.00
Surrender Fees	0.00	200.00	-100.00
Mt. Currie Outreach Revenue	4,088.46	2,759.50	48.16
Tip Tap Revenue	836.00	0.00	0.00
PST Commissions	89.00	122.24	-27.19
TOTAL REVENUE	<u>213,225.40</u>	<u>225,958.94</u>	-5.64
TOTAL REVENUE	<u>213,225.40</u>	<u>225,958.94</u>	-5.64
EXPENSE			
DIRECT COSTS			
Veterinary Costs & Vet Supplies	5,766.49	9,252.71	-37.68
Food, Supplies, Kennel Expenses	4,579.06	2,634.19	73.83
Fundraising Expenses	1,218.28	1,558.95	-21.85
Spay & Neuter Expenses	9,872.27	14,717.16	-32.92
Emergency & Critical Care Expenses	11,211.85	28,552.72	-60.73

Whistler Animals Galore Comparative Income Statement

	Actual 01/01/2024 to 08/31/2024	Actual 01/01/2023 to 08/31/2023	Percent
Mt. Currie Outreach and FANS exp.	5,286.79	6,795.53	-22.20
Website Expense	6,915.74	0.00	0.00
Subcontract Labour	120.00	793.00	-84.87
Wages	209,034.19	189,617.58	10.24
El Expense	4,855.01	4,256.96	14.05
CPP Expense	11,317.40	9,964.34	13.58
WCB Expense	2,102.69	1,885.53	11.52
Medical Benefits	<u>11,199.17</u>	<u>8,600.41</u>	30.22
TOTAL DIRECT COSTS	<u>283,478.94</u>	<u>278,629.08</u>	1.74
ADMINISTRATION			
Advertising & Promotion	1,890.73	1,962.49	-3.66
Automotive-Gas	893.77	1,304.65	-31.49
Automotive - Repairs	0.00	161.65	-100.00
Automotive-Insurance	<u>650.25</u>	<u>781.00</u>	-16.74
Automotive Total	1,544.02	2,247.30	-31.29
Bank Charges & Interest	1,205.48	1,192.08	1.12
Bookkeeping	5,073.33	4,968.30	2.11
Credit Card Fees	3,123.07	2,256.22	38.42
Tip Tap Expense	717.17	0.00	0.00
Computer Expenses	2,600.40	2,456.04	5.88
Insurance	2,173.47	1,866.08	16.47
Meals & Ent. (Staff)	177.97	455.15	-60.90
Licences/Fees/Dues	459.17	460.75	-0.34
Office Expense	2,783.27	4,202.43	-33.77
Telephone	995.11	1,937.62	-48.64
Travel	5.00	13.00	-61.54
Training	1,539.62	80.54	1,811.62
Volunteer/Donor Recognition	<u>188.14</u>	<u>412.29</u>	-54.37
TOTAL ADMINISTRATION	<u>24,475.95</u>	<u>24,510.29</u>	-0.14

Whistler Animals Galore Comparative Income Statement

	Actual 01/01/2024 to 08/31/2024	Actual 01/01/2023 to 08/31/2023	Percent
TOTAL EXPENSE	<u>307,954.89</u>	<u>303,139.37</u>	1.59
NET INCOME	<u>-94,729.49</u>	<u>-77,180.43</u>	22.74

Generated On: 09/15/2024

Whistler Animals Galore Comparative Balance Sheet

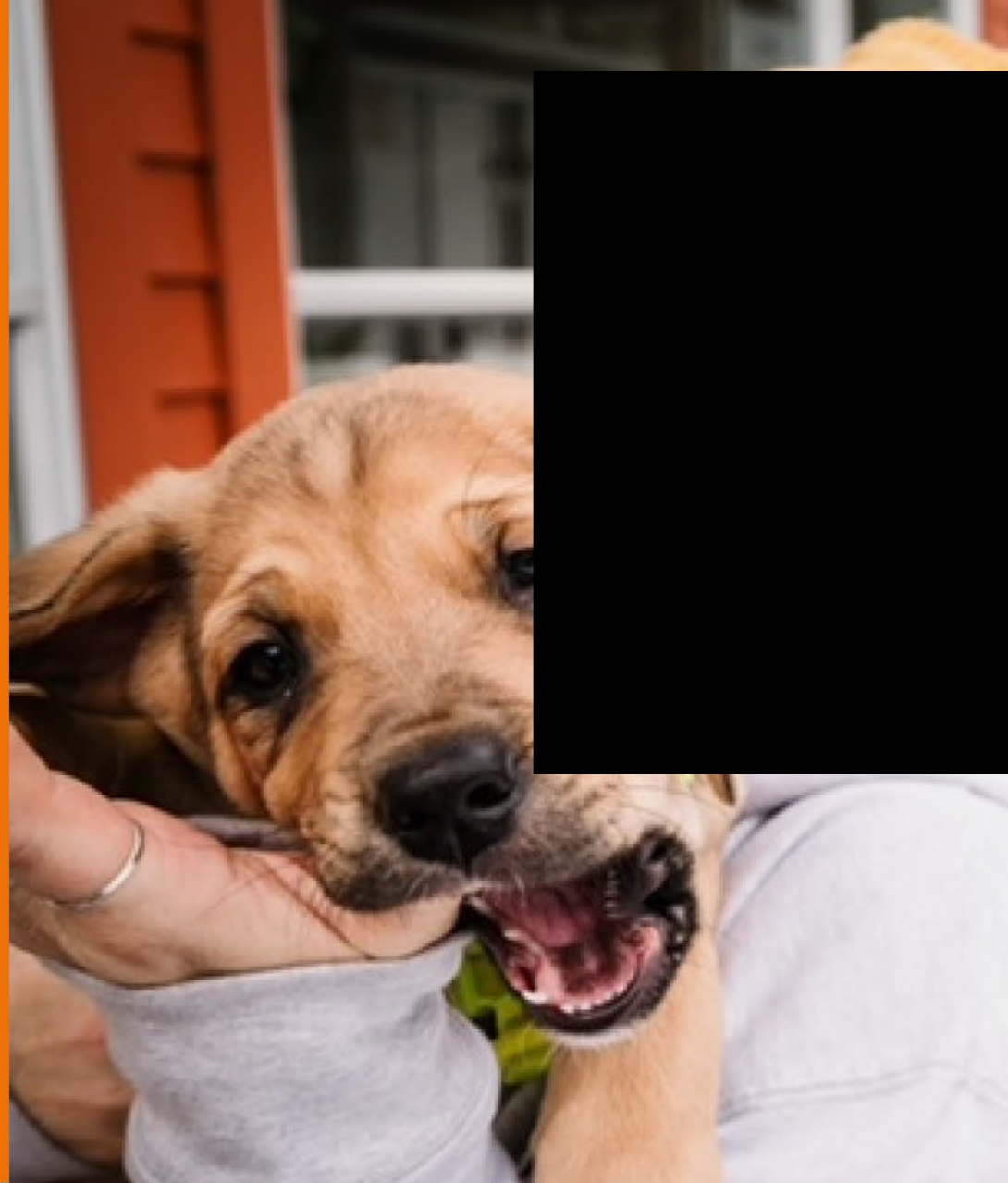
	<u>As at 08/31/2024</u>	<u>As at 08/31/2023</u>	<u>Percent</u>
ASSET			
CURRENT ASSETS			
Scotiabank-Operating	5,345.35	100,777.77	-94.70
Scotiabank - Savings	1,333.74	9,470.05	-85.92
Scotiabank GIC-1321GF	5,735.24	5,651.98	1.47
Scotia Long Term GIC	44,023.03	42,807.99	2.84
Cashable GIC 1L8RVD	15,183.88	15,182.37	0.01
Petty Cash	100.00	100.00	0.00
Accounts Receivable	-10,018.75	-9,443.34	6.09
Cash Clearing	3,352.21	1,917.21	74.85
Paypal Receivable	219.90	209.32	5.05
GST Receivable	1,340.90	7,482.69	-82.08
Prepaid Expenses	<u>2,210.89</u>	<u>2,039.29</u>	8.41
TOTAL CURRENT ASSETS	<u>68,826.39</u>	<u>176,195.33</u>	-60.94
CAPITAL ASSETS			
Computer Equipment	3,369.50	3,369.50	0.00
Accum Amort: Computer Equipment	<u>-3,369.50</u>	<u>-3,369.50</u>	0.00
Computer Equipment:Net	0.00	0.00	0.00
Equipment	7,552.67	7,552.67	0.00
Accum Amort:Equipment	<u>-4,337.07</u>	<u>-3,525.84</u>	23.01
Equipment: Net	3,215.60	4,026.83	-20.15
Vehicle - 4Runner	5,118.90	5,118.90	0.00
Accum Amort: 4Runner	<u>-5,118.90</u>	<u>-5,118.90</u>	0.00
Vehicle - 4Runner: Net	0.00	0.00	0.00
Fence	25,201.42	25,201.42	0.00
Accum Amort: Fence	<u>-12,298.39</u>	<u>-9,072.61</u>	35.56
Fence: Net	<u>12,903.03</u>	<u>16,128.81</u>	-20.00
TOTAL CAPITAL ASSETS	<u>16,118.63</u>	<u>20,155.64</u>	-20.03

Whistler Animals Galore Comparative Balance Sheet

	As at 08/31/2024	As at 08/31/2023	Percent
TOTAL ASSET	<u>84,945.02</u>	<u>196,350.97</u>	-56.74
LIABILITY			
CURRENT LIABILITIES			
Accounts Payable	5,875.15	6,845.72	-14.18
Scotiabank Visa	2,473.93	3,321.03	-25.51
Deferred Revenue	6,402.13	9,627.91	-33.50
Vacation Payable	4,345.43	6,392.94	-32.03
EI Payable	969.86	878.65	10.38
CPP Payable	2,645.44	2,408.04	9.86
Income Tax Payable	<u>3,922.80</u>	<u>3,895.34</u>	0.70
Receiver General Payable (payroll)	7,538.10	7,182.03	4.96
PST Payable	<u>271.25</u>	<u>663.50</u>	-59.12
TOTAL CURRENT LIABILITIES	<u>26,905.99</u>	<u>34,033.13</u>	-20.94
TOTAL LIABILITY	<u>26,905.99</u>	<u>34,033.13</u>	-20.94
EQUITY			
EARNINGS			
Retained Earnings	152,768.52	239,498.27	-36.21
Current Earnings	<u>-94,729.49</u>	<u>-77,180.43</u>	22.74
TOTAL EARNINGS	<u>58,039.03</u>	<u>162,317.84</u>	-64.24
TOTAL EQUITY	<u>58,039.03</u>	<u>162,317.84</u>	-64.24
LIABILITIES AND EQUITY	<u>84,945.02</u>	<u>196,350.97</u>	-56.74

Generated On: 09/15/2024

We couldn't do what we do without the dedication of our incredible team of 9 staff and 48 active volunteers—they are the heart and soul of WAG.



We proudly celebrated our first-ever WAGFest, an incredible community effort that brought us closer together through meaningful connections, potential adoptions, and new foster family relationships.

After arriving at WAG on Valentine's Day with a life-threatening 14cm bull horn injury, Jimmy underwent life saving surgery followed by months of loving care at WAG. His devoted family surrendered him to ensure his safety in his senior years, and now, thanks to a local vet who adopted him, Jimmy will live out his golden years surrounded by love and care. With the rise in veterinary costs, we could not have afforded his surgery and aftercare without the support of our generous community.



These five pups arrived emaciated, fearful, and in desperate need of love, staying in our care for over three months—the longest we've seen puppies remain in the shelter in over 40 years, due to low adoption rates. Their resilience, powered by compassion and patience, led them to find loving families within our community.



This summer, we returned to Lil'wat Nation to host our Wellness Clinic series after a year away due to staffing challenges, and so far, we've served 75 dogs and their families across three clinics. The overwhelming demand often pushes us to our capacity of 30 families, showcasing our collaboration with Pemberton Veterinary Hospital to provide essential vaccinations, exams, and low-cost spay and neuter vouchers, while strengthening our bonds with both the dogs and their humans.

Adoptions were down this year, which is consistent with a trend seen across North America as shelters face lower adoption rates in 2023. Despite this, the number of animals in our care stayed the same, and they continued to need regular care and support.



From: [Engage Whistler](#)
To: [Jill Brooksbank](#)
Subject: Form Submission
Date: Wednesday, October 16, 2024 6:40:12 PM

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.



Form Submission

There has been a submission of the form through your Engage Whistler website.

Legal Name of Organization

Whistler Off Road Cycling Association

Mission | Mandate

To foster mountain bike experiences and deliver world-class trails.

Society Registration Number

36790

Primary Contact Name

Trevor Ferrao

Primary Contact Email

trevor@worca.com

Primary Contact Phone

604-906-0162

FFS Recipients are eligible to sign up to a three year agreement. Indicate the length of agreement you would prefer:

3 year

Operating Costs & Funding Amount Spreadsheet Upload

- [Operating_Costs__Funding_Amount_Spreadsheet.xlsx](#)

PURPOSE: What services will be provided with the FFS funding? Please describe how they meet the objectives of the policy and how the services align with the OCP?

Trail maintenance for multi-use trails in Whistler that are used by mountain bikers, hikers, runners and dog-walkers from the local community and visitors.

Sense of Place: WORCA maintains the trails that are the basis of our outstanding recreational offerings.

Environment: WORCA promotes the respect and stewardship of natural areas and exemplifies this in its trail work. WORCA promotes and implements sustainable trail building with a very limited footprint. WORCA does not own or use any machinery – all trails are maintained by hand. WORCA also promotes and highlights responsible recreation and trail access.

Community: Whistler trails are a huge contributor to the health and quality of life of Whistler residents of all ages. All trails maintained are multi-use and available for everyone to use.

Tourism-based Economy: The trails are a huge benefit to both community life and resort visitation. Keeping the trails well-maintained, contributes to the success of many businesses in Whistler (e.g. bike shops, tour operators, hotels, restaurants). WORCA-maintained trails are known as unique world-class trails that attract a huge number of regional and destination visitors.

Specific OCP points that WORCA's services achieve:

9.5. Goal: Continue to maintain, improve and provide a diverse variety of high quality and affordable recreation and leisure amenities and experiences.

9.5.8. Objective: Provide a recreational off-road trail network.

9.5.8.1. Policy: Continue to maintain and protect a comprehensive multi-use recreational offroad trail network.

9.5.8.4. Policy: Develop, implement and communicate trail management programs and infrastructure.

9.5.8.5. Policy: Continue to collaborate with relevant agencies, user groups, stakeholders, local health authorities and the Squamish Nation and Lil'wat Nation regarding recreational trail management and development issues in Whistler and the Sea to Sky corridor.

Describe how the services funded by FFS in your organization align with any other Corporate Plans and priorities, such as Council's Strategic Priorities, Big Moves Climate Action Plan, the RMOW's commitment to Reconciliation and initiatives to support inclusion, diversity, equity and accessibility?

WORCA's work aligns with the RMOW's 2023-2026 Strategic Plan, specifically Smart Tourism: preserve and protect Whistler's unique culture, natural assets and infrastructure.

WORCA is also making trails suitable for adaptive mountain bikes e.g. Far Out and Flashback trails in Cheakamus (this project was funded through donations and grants, but ongoing maintenance is now funded through FFS funds).

The WORCA Trail Crew has also run trail maintenance sessions with Indigenous youth (previously through ILSA and in 2024 with the Lil'wat Nation Youth Mountain Bike Program) to enhance their connection with their land and to highlight potential career opportunities for them with WORCA.

COST-BENEFIT RATIONALE: Why is your organization uniquely positioned to deliver those services; what unique benefits are achieved through delivery of those services by your organization? Please describe the value for money to the RMOW and tax payers.

WORCA has a very experienced trail crew that knows the extensive Whistler trail network intimately and has provided trail maintenance work to an exceptionally high standard for many years. Both the local community and visitors to Whistler comment on the high quality of our work and express a strong desire for this to continue.

In addition to the paid trail crew, WORCA also facilitates and carries out a huge amount of unpaid volunteer work to maintain the trails. This starts with the leadership and guidance of the 8 volunteer WORCA directors as well as a volunteer Trails Committee. WORCA runs volunteer trail days/evenings every year which engages the local community, spreads awareness about the work required to maintain trails, and provides a lot of valuable work on the trails (1,965 trail work volunteer hours in 2023).

Overall, as a non-profit organization with a lot of volunteer work, WORCA delivers the trail maintenance services at much lower cost than if this work was carried out by the RMOW or another organization.

IMPLICATIONS: If FFS funding was not available, how would your organization provide the services indicated

above; what aspects of those services would be most significantly impacted?

Without FFS funding, WORCA would not be able to carry out most of the trail maintenance required and the quality of the user experience would deteriorate quickly, as well as becoming unsafe. This would soon lead to complaints from the local community and visitors, all of whom appreciate having access to high-quality recreational trails in Whistler.

KEY PERFORMANCE INDICATORS: If FFS funds are provided to your organization, what metrics will your organization track and report to highlight the outcomes or impacts of the FFS?

WORCA will continue to provide a detailed breakdown of the trail work completed using FFS funds. Our Lead Trail Builder will also continue to provide weekly reports with photos to highlight the work done. These weekly trail reports are posted on the WORCA website, in our weekly newsletter and on our social media channels.

Financials Upload

- [WORCA_Operating_Budget_to_31_March_2026_Financial_Statements_to_31_March_2024_and_2024_Photos.pdf](#)

Does your organization have any outstanding debts to the RMOW?

No

Does your organization currently receive Value In Kind from the RMOW?

Yes

If yes to the above, in what form?

Up to 100 hours annual use of the upstairs meeting area in the Lost Lake PassivHaus.

I agree to the terms above and confirm the statements made in this Application are true and complete.

Yes

First Name

Trevor

Last Name

Ferrao

To view all of this form's submissions, visit https://engage.whistler.ca/index.php/dashboard/reports/forms_new/data/179

This is not SPAM. You are receiving this message because you have submitted feedback or signed up to Engage Whistler.

	Annual Operating Costs	FFS Funding Request Year 1	FFS Funding Request Year 2	FFS Funding Request Year 3
Admin Wages & Benefits	149,202	43,464	43,464	43,464
Program Wages & Benefits	295,643	195,643	195,643	195,643
Rent, Utilities	2,500	-	-	-
Equipment & Supplies	22,100	20,100	20,100	20,100
Advertising & Promotion	16,000	-	-	-
Capital Projects/Purchases	30,000	30,000	-	-
All Other Costs	143,024	31,693	31,693	31,693
TOTAL	658,469	320,900	290,900	290,900

FFS funds as a percentage of overall annual operating costs.

49%	46%	46%
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**Annual increases in FFS funding are not guaranteed. All FFS decisions are made during the annual budget process and multi-year agreements will only indicate the baseline funding amount approved by Council in year one.*

Notes

The Capital Purchase in Year 1 is for a 10'x20' storage container. WORCA currently rents a storage container at Nesters Storage for \$3,600 per year but it is now too small for all of our tools and e-bikes. A larger container would cost at least \$5,000 per year, so purchasing a storage container that has built in venting and power to charge our electric tools and e-bikes will be a more cost effective and efficient solution for long-term use.

The baseline funding amount of \$290,900 is a 3% increase over the \$282,450 funding for 2024 based on a 3% increase in wages due to inflation.

WORCA

Whistler Off Road Cycling Association Operating Budget for the year ended 31 March 2026

	BUDGET
	1 Apr 2025 -
	<u>31 Mar 2026</u>
REVENUE	
Membership Fees	105,000
General Donations	20,000
Sponsorship	25,000
Bike Camps	65,000
Trail Operations	320,900
Gaming Grant	15,000
Other Grants	5,000
Toonie Rides	10,000
The Back Forty	45,000
The Witsend	15,000
Merchandise	3,000
TOTAL REVENUE	<u>628,900</u>
COST OF PROGRAMS	
DIRT CAMPS	
Camp Wages	60,000
Camps WCB	1,500
Bike Camp Office Expenses	250
Bike Camp Supplies	2,000
Mountain Bike Mileage Expense	3,000
Training for Coaches	4,000
Rent - Red Roof Building	2,500
Credit Card and Database Fees	2,500
Insurance	4,000
TOTAL DIRT CAMPS EXPENSES	<u>79,750</u>
EVENT EXPENSES	
Toonie Ride Expenses	7,500
Events Wages	25,000
The Back Forty expenses	38,000
The Witsend expenses	9,000
TOTAL EVENT EXPENSES	<u>79,500</u>
MERCHANDISE PURCHASES	3,000
TRAILS	

Tools, Supplies and Storage	50,100
Trails Administrative Salaries	43,464
Trail Labour - Maintenance	192,343
Trail Labour - New Trail Construction	15,000
Trail Volunteer Expense	6,000
Trail Crew Training	5,000
WCB - Trails	2,693
Trails Staff Health Benefits	3,300
Vehicle Stipends	16,500
Insurance	7,500
TOTAL TRAILS EXPENSES	341,900
TOTAL COST OF PROGRAMS	504,150
NET REVENUE	124,750
ADMINISTRATIVE EXPENSES	
Advertising & Promotions	16,000
Database and Credit Card Fees	7,000
Professional Fees	600
Administrative Salaries	105,738
WCB Expense	1,630
Bank Charges	350
Meetings	8,000
Telephone	970
Miscellaneous Expenses	800
Licences and Subscriptions	4,000
Travel	1,200
Insurance	8,000
Depreciation Charge for Fixed Assets	31
TOTAL ADMINISTRATIVE EXPENSES	154,319
OTHER INCOME	
Interest Earned	7,500
TOTAL OTHER INCOME	7,500
Excess (deficiency) of revenue over expenses	(22,069)
Transfer from New Trail Construction Reserve	21,000
Excess (deficiency) after reserve transfers	(1,069)
Net Assets, beginning of year	175,342
Excess (deficiency) for the year	(22,069)
Net Assets, end of year	153,273



**Whistler Off Road Cycling Association
Statement of Operations and Net Assets**

	<u>1 Apr 2023 - 31 Mar 2024</u>	<u>1 Apr 2022 - 31 Mar 2023</u>
REVENUE		
Membership Fees	107,240	113,071
General Donations	17,102	9,848
General Fundraising	2,787	2,562
Raffle Sales	29,727	19,758
Sponsorship	36,074	64,245
Bike Camps	93,270	89,989
Trail Operations	269,000	249,000
Gaming Grant	15,000	15,000
Other Grants	31,554	16,247
Toonie Rides	11,810	11,499
The Back Forty	41,097	29,257
The Witsend	18,150	-
Other Events	2,300	-
Merchandise	1,730	4,770
CEBA Loan Forgiveness	20,000	-
TOTAL REVENUE	<u>696,841</u>	<u>625,246</u>
COST OF PROGRAMS		
DIRT CAMPS		
Camp Wages	93,145	92,674
Camps WCB	1,730	1,788
Bike Camp Office Expenses	169	223
Bike Camp Supplies	1,399	1,910
Bike use reimbursement for coaches	3,279	3,282
Commercial Operator fees	1,473	1,829
Training for Coaches	3,473	7,510
Rent - Red Roof Building	2,200	2,200
Credit Card and Database Fees	3,736	4,313
Camps Insurance	3,800	3,662
TOTAL DIRT CAMPS EXPENSES	<u>114,404</u>	<u>119,391</u>
EVENT EXPENSES		
Toonie Ride Expenses	7,964	3,738
The Back Forty Expenses	33,006	18,301
The Witsend Expenses	12,205	-
Other Event Expenses	2,300	-
Events Wages	20,731	-
Events WCB	297	-
TOTAL EVENT EXPENSES	<u>76,503</u>	<u>22,039</u>
RAFFLE EXPENSES	7,199	2,868
MERCHANDISE PURCHASES	1,500	2,161
TRAILS		
Tools, Supplies and Storage	28,684	30,144
Trails Administrative Salaries	42,145	37,773

Trail Labour - Maintenance	170,901	192,479
Trail Labour - Non-FFS	-	5,428
Trail Labour - New Trail Construction	35,484	23,327
Trail Volunteer Expense	4,144	4,413
Trail Signage	3,273	4,337
Trail Crew Training	3,668	5,455
WCB - Trails	3,552	3,294
Vehicle Stipends	12,092	10,556
Trails Insurance	6,693	3,052
TOTAL TRAILS EXPENSES	310,636	320,258
TOTAL COST OF PROGRAMS	510,242	466,717
NET REVENUE	186,599	158,529
ADMINISTRATIVE EXPENSES		
Advertising & Promotions	12,404	11,353
Database and Credit Card Fees	11,456	10,086
Professional Fees	535	482
Administrative Salaries	103,057	92,624
WCB Expense	1,525	1,256
Bank Charges	331	182
Meetings	6,390	6,156
Telephone	923	929
Miscellaneous Expenses	402	706
Licences and Subscriptions	3,702	3,606
Travel	495	1,984
Insurance	9,941	6,649
Bad debts	-	2,730
Depreciation Charge for Fixed Assets	56	74
TOTAL ADMINISTRATIVE EXPENSES	151,217	138,817
OTHER INCOME		
Gain on Sale of Fixed Assets	500	-
Interest Earned	12,003	5,691
TOTAL OTHER INCOME	12,503	5,691
OTHER EXPENSES		
Tax Liabilities Relating to Prior Years	130	198
TOTAL OTHER EXPENSES	130	198
Excess (deficiency) of revenue over expenses	47,755	25,205
Transfer to New Trail Construction Reserve	(20,000)	-
Excess (deficiency) of revenue over expenses after transfers to reserves	27,755	25,205
Net Assets, beginning of year	193,390	168,185
Surplus for the year	47,755	25,205
Net Assets, end of year	241,145	193,390

WORCA

Whistler Off Road Cycling Association Financial Position

	<u>March 31, 2024</u>	<u>March 31, 2023</u>
Assets		
Current Assets		
Cash and Cash Equivalent		
PayPal Account	2,581	8,239
RBC Chequing	1,374	1,147
RBC eBusiness Account	30,395	39,404
RBC Savings Account	54,909	110,142
RBC Gaming account	15,177	15,136
Total Cash and Cash Equivalent	<u>104,436</u>	<u>174,068</u>
Accounts Receivable	74,353	4,722
Prepaid Expenses	50,411	17,436
Cashable GIC	80,000	-
Short-term non-redeemable GIC	155,912	282,675
Other debtors	8,231	11,735
Total Current Assets	<u>473,343</u>	<u>490,636</u>
Capital Assets		
Equipment	1,247	1,247
Equipment Accumulated Depreciation	(1,081)	(1,025)
Total Capital Assets	<u>166</u>	<u>222</u>
Total Assets	<u>473,509</u>	<u>490,858</u>
Liabilities		
Current Liabilities		
Accounts Payable	2,811	3,576
Accrued Payroll	11,799	292
Accrued Expenses	-	6,000
Canada Emergency Business Account	-	60,000
Other Creditors	1,336	-
GST Payable	340	15,214
PST Payable	-	31
Deferred Revenue	216,078	212,355
Total Current Liabilities	<u>232,364</u>	<u>297,468</u>
Non-Current Liabilities	-	-
Total Liabilities	<u>232,364</u>	<u>297,468</u>
Net Assets		
New Trail Construction Reserve	120,000	100,000
Unrestricted Net Assets	121,145	93,390
Total Net Assets	<u>241,145</u>	<u>193,390</u>
Total Liabilities and Net Assets	<u>473,509</u>	<u>490,858</u>



Armoring on Train Wreck (May 2024)



Whistler High School Students Leadership PE Class working on Rainbow Creamsicle rebuild post fire thinning (May 2024)



Women's Trail Night (May 2024)



Whistler Waldorf Kid's Trail Week (May 2024)



Bridging work in the Cheakamus Area
(May 2024)



Whistler Adventure School (WAS)
Sustainable Trail Building Class - Bridge
Building (June 2024)



Bridging Work on Flashback. Built to the width required for the Adaptive Mountain Bike
Blue Trail standard (June 2024)

Form Submission

There has been a submission of the form through your Engage Whistler website.

Legal Name of Organization

Whistler Museum and Archives Society

Mission | Mandate

Collect, preserve, document and share the natural history and human stories of mountain life – focusing on Whistler – and provide a forum for stimulating exhibitions and programs that deepen an understanding of past choices and future possibilities.

Society Registration Number

22112

Primary Contact Name

Bradley Nichols

Primary Contact Email

curator@whistlermuseum.org

Primary Contact Phone

6049322019

FFS Recipients are eligible to sign up to a three year agreement. Indicate the length of agreement you would prefer:

3 year

Operating Costs & Funding Amount Spreadsheet Upload

- [Operating_Costs__Funding_Amount_Spreadsheet_WMAS.pdf](#)

PURPOSE: What services will be provided with the FFS funding? Please describe how they meet the objectives of the policy and how the services align with the OCP?

Since its founding in 1986, WMAS has established itself as an important and valuable part of our community. WMAS focuses on preserving and safeguarding the history of our community; WMAS also acts as the trustee of Whistler's heritage. It is vital that, as the guardians of Whistler's archival and artefact resources, we work proactively to safeguard these resources for current and future generations. WMAS is important in strengthening the community's sense of place and sense of belonging; this also includes strengthening knowledge and relationships with the Skwxwú7mesh Nation and Lílwat Nation.

WMAS and its mandates are fundamental to the RMOW's OCP and directly relate to aspects of its vision, including but not limited to: "Our resort community thrives on mountain culture

and the nature that surrounds us; We recognize the value of our history and the foundations of our resort community”; and “We honour those who came before us and respect those who will come after us.”

WMAS addresses OCP policy 6.5. – “Support sustainable diversification compatible with the tourism economy.” The Whistler Museum is an indoor attraction that is perfect for bad weather days. Our visitor numbers always increase in the event of bad weather. We provide a low-cost, weather-proof amenity for visitors.

WMAS activities correspond with OCP policy 9.2. – “Goal Support and enhance the growth and vitality of Whistler’s Arts, Nature and Heritage (ANH) sector, including fostering conditions that enable Whistler’s ANH sector workers to live and work in the resort community” and directly relate to the vision, strategic priorities, and recommendations set out in the RMOW’s OCP. WMAS plays a role in nurturing a profound sense of community pride and contributing to the development of Whistler’s distinctive ‘sense of place,’ which is deeply cherished by residents and appealing to visitors.

Describe how the services funded by FFS in your organization align with any other Corporate Plans and priorities, such as Council’s Strategic Priorities, Big Moves Climate Action Plan, the RMOW’s commitment to Reconciliation and initiatives to support inclusion, diversity, equity and accessibility?

WMAS actively supports the Big Moves Climate Action Plan by promoting environmental stewardship through exhibits and educational programs. By showcasing the natural environment, WMAS fosters a deeper understanding of climate issues and cultivates a culture of conservation and sustainability within the community.

WMAS helps preserve Whistler’s unique culture by offering exhibits and

programs that enhance visitor engagement while carefully managing capacity. Our initiatives and programs help promote year-round visitation, which helps alleviate peak-season pressures and supports smart tourism practices.

At WMAS, we are dedicated to creating an inclusive, accessible space for everyone. We continue to refine our exhibits and programs to better reflect the diverse voices of our community. We also strive to ensure that our physical space and programming are accessible to people of all abilities, aligning with the RMOW's Diversity, Equity, and Inclusion initiatives.

COST-BENEFIT RATIONALE: Why is your organization uniquely positioned to deliver those services; what unique benefits are achieved through delivery of those services by your organization? Please describe the value for money to the RMOW and tax payers.

Whistler changes so rapidly and is so forward-thinking that few people pause to take the time to ensure that our story is being recorded. WMAS provides the extremely valuable benefit to this community of preserving their artefacts, cultural practices, and stories.

WMAS currently holds 108 linear metres of textural material, 220 maps, over 450 audio visual materials, an ever-expanding oral history database, over 5050 artefacts and over 300,000 photographs related to Whistler's history. This collection continues to expand as we document the experiences of the community of Whistler.

Our collection is at the core of every other task WMAS takes on - it drives our programming, exhibits, and community engagement. In essence, our collection is the Museum's primary asset, as all other assets we offer to our community stem in some way from our collection. Approximately 113,000 hours have been spent on cataloguing, digitizing, rehousing, accessing, and preparing for safe storage of WMAS's archival and artefact collection.

WMAS's three core staff members have extensive backgrounds, education,

and knowledge working with archival databases, artefact preservation, exhibit design, interpretation, and studying and writing about the past. FFS funds help with retaining this staff expertise. Maintaining knowledge and expertise is a critical part of running a successful organization.

IMPLICATIONS: If FFS funding was not available, how would your organization provide the services indicated above; what aspects of those services would be most significantly impacted?

The Whistler Museum and Archives is extremely prolific on a small budget.

In order to keep the Museum's doors open and to continue offering our services to the public, adequate funding is needed. While the Museum has been very successful in grant initiatives, it is important to acknowledge that these funds were secured for specific projects, with a beginning, middle, and end.

There are currently no grants that provide operating funds.

Funds approved from the RMOW, through FFS, provide the Museum with its absolute base funding, with which WMAS can leverage additional funds.

Currently, WMAS employs three full-time staff: Executive Director, Head Archivist, and Community Manager. The Museum also employs a part-time, year-round accountant. These positions are crucial for successful Museum functionality. The responsibilities of staff include all aspects of Museum operations including raising funds, educational program planning, research, visitor services, marketing, and collections and archival management. It is essential to maintain current staff levels over the following years for the Museum to maintain its core functions. Losing highly trained museum staff with immense knowledge of Whistler's history would be a monumental loss to WMAS's functionality and fulfillment of

its mandate.

If FFS is not received in 2025, WMAS will try and maintain as best it can its core staff and functions, but may have to limit staffing hours and operational hours.

KEY PERFORMANCE INDICATORS: If FFS funds are provided to your organization, what metrics will your organization track and report to highlight the outcomes or impacts of the FFS?

If WMAS is provided FFS funds, the key performance indicators that we will track will be:

A. Exhibit visits - number of people coming to the Museum to view our physical exhibits.

B. Program participants – number of people attending our in-person and online programming.

C. Archival requests - track archival requests, including requests for documents, photographs, audiovisual material, and general information inquiries.

D. Whistler blog visitation – track pages visits, and unique visitors to WMAS’s blog site (<https://blog.whistlermuseum.org/>), which hosts weekly historical articles and content about Whistler.

E. Online following - track our followers on our social media channels and interactions with the images, video, and articles we post related to Whistler’s history.

F. Grant writing - track successful grant writing initiatives and their outcomes.

G. Archival and Artefact donations - track all new archival and artefact acquisitions.

H. Archival database - track new archive database entry access points in WMAS’s archival database (<https://whistler.ica-atom.org/>), including fonds (collections), people (biographies), subjects, and places.

Financials Upload

- [WMAS FFS 2025 Financials Images.pdf](#)

Does your organization have any outstanding debts to the RMOW?

No

Does your organization currently receive Value In Kind from the RMOW?

Yes

If yes to the above, in what form?

Building for operation, Locations for artefact storage.

I agree to the terms above and confirm the statements made in this Application are true and complete.

Yes

First Name

Bradley

Last Name

Nichols

To view all of this form's submissions, visit

https://engage.whistler.ca/index.php/dashboard/reports/forms_new/data/179

This is not SPAM. You are receiving this message because you have submitted feedback or signed up to Engage Whistler.

Whistler Museum and Archives Society	Annual Operating Costs	FFS Funding Request Year 1	FFS Funding Request Year 2	FFS Funding Request Year 3
Admin Wages & Benefits	364,800	223,000	228,045	233,201
Program Wages & Benefits				
Rent, Utilities	2700	1000	1000	1000
Equipment & Supplies	9600	2900	2900	2900
Advertising & Promotion	9800	2000	2000	2000
Capital Projects/Purchases	48,000			
All Other Costs	26,300	420	420	420
TOTAL	461,200	229,320	234,365*	239,521*

FFS funds as a percentage of overall annual operating costs.

49.72%

50.81%

51.93%

**Annual increases in FFS funding are not guaranteed. All FFS decisions are made during the annual budget process and multi-year agreements will only indicate the baseline funding amount approved by Council in year one.*

Whistler Museum and Archives Society

Financial Statements

For the year ended December 31, 2023

(Unaudited)

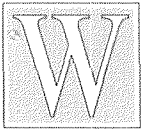
Whistler Museum and Archives Society

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For the year ended December 31, 2023

(Unaudited)

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INDEPENDENT PRACTITIONERS' REVIEW ENGAGEMENT REPORT

The Trustees of Whistler Museum and Archives Society:

We have reviewed the accompanying financial statements of Whistler Museum and Archives Society that comprise the statement of financial position as at December 31, 2023, and the statements of net operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Trustees' Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organization, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Practitioners' Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Basis for Qualified Conclusion


In common with many not-for-profit organizations, Whistler Museum and Archives Society derives revenue from fundraising activities and donations, the completeness of which is not susceptible to us obtaining evidence we consider necessary for the purpose of the review. Accordingly, the evidence obtained of these revenues was limited to the amounts recorded in the records of Whistler Museum and Archives Society. Therefore, we were unable to determine whether any adjustments might have been found necessary with respect to fundraising revenue, excess of revenue over expenses and cash flows from operations for the year ended December 31, 2023 and 2022, current assets as at December 31, 2023 and 2022 and net assets as at December 31, 2023 and 2022 year end. Our conclusion on the financial statements as at and for the year ended December 31, 2023 was modified accordingly because of the possible effects of this limitation in scope.

Qualified Conclusion

Based on our review, nothing except for the possible effects of the matter described in the Basis for Qualified conclusion paragraph, nothing has come to our attention that causes us to believe that the accompanying financial statements do not present fairly, in all material respects, the financial position of Whistler Museum and Archives Society as at December 31, 2023, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Report on Other Legal and Regulatory Requirements

As required by the Societies Act (British Columbia), we report that, in our opinion, the accounting principles in the Canadian accounting standards for not-for-profit organizations have been applied on a consistent basis.


CHARTERED PROFESSIONAL ACCOUNTANTS LLP
February 14, 2024



3.

A Partnership of Incorporated Chartered Professional Accountants

Whistler Museum and Archives Society
Statement of Financial Position
As at December 31, 2023
(Unaudited)

	2023	2022
ASSETS		
Current		
Cash	\$ 45,617	\$ 275,467
Accounts receivable	105	284
Grants receivable (Note 4)	108,103	65,232
GST receivable	437	271
Inventory	18,017	18,465
Prepaid expenses and deferred expenses	-	12,657
Investments (Note 5 and 10)	290,741	-
	463,020	372,376
Tangible capital assets (Note 6)	8,028	1,572
	\$ 471,048	\$ 373,948
LIABILITIES AND NET ASSETS		
Current		
Accounts payable	\$ 2,600	\$ 2,126
Deferred contributions (Note 7)	-	13,621
Canada Emergency Business Account loan (Note 8)	-	40,000
	2,600	55,747
Deferred capital assets contributions (Note 9)	7,977	1,410
	10,577	57,157
Net Assets		
Net assets invested in tangible capital assets	8,028	(4,910)
Unrestricted net assets	121,560	155,629
Restricted net assets (Note 10)	330,883	166,072
	460,471	316,791
	\$ 471,048	\$ 373,948

Commitments (Note 11)

 Trustee
 Trustee

The accompanying notes are an integral part of these financial statements

Whistler Museum and Archives Society

Statement of Operations
For the year ended December 31, 2023
(Unaudited)

	2023	2022
REVENUES		
Events and programs	\$ 4,840	\$ 4,574
Fee for Service (Note 13)	208,000	195,000
Grants (Note 12)	75,435	59,848
Donations	55,161	38,202
Miscellaneous revenue	84,644	84,589
Forgivable portion of CEBA loan (Note 8)	-	20,000
Other	6,138	1,483
Investment income	1,332	-
Building contributions	4,800	-
	440,350	403,696
ADMINISTRATIVE EXPENSES		
Advertising and promotion	9,724	11,950
Amortization	7,086	394
Bank charges and interest	4,046	1,811
Consulting fees	48,926	45,450
Donations	-	100
Insurance	4,056	3,917
Merchandise and other	18,133	14,648
Office and general	22,084	24,905
Professional fees	7,859	2,700
Telephone	1,770	1,611
Training and courses	45	285
Travel	1,149	2,060
Wages and benefits	323,745	289,306
	448,623	399,137
(DEFICIENCY) EXCESS OF REVENUES OVER EXPENSES	\$ (8,273)	\$ 4,559

The accompanying notes are an integral part of these financial statements.

Whistler Museum and Archives Society

Statement of Changes in Net Assets
For the year ended December 31, 2023
(Unaudited)

	2023	2022
Unrestricted net assets, beginning of year	\$ 155,629	\$ 171,029
Additions to tangible capital assets paid from unrestricted	(13,542)	-
Amortization transfer to tangible capital assets fund	7,086	394
Change in deferred contributions during the year	(7,131)	(353)
Loss on disposal transfer to tangible capital assets fund	649	-
Transfer of unrestricted funds to restricted funds	(12,858)	(20,000)
Net (deficiency) excess of revenues over expenses	(8,273)	4,559
UNRESTRICTED NET ASSETS, end of year	121,560	155,629
Restricted net assets, beginning of year	166,072	146,000
Transfer of funds from unrestricted net assets	12,858	20,000
Donations made to restricted funds	151,933	-
Interest on restricted funds	20	72
RESTRICTED NET ASSETS, end of year	330,883	166,072
Net assets invested in tangible capital assets, beginning of year	(4,910)	(4,869)
Additions to tangible capital assets	13,542	-
Change in deferred contributions during the year	7,131	353
Loss on disposal of assets	(649)	-
Amortization	(7,086)	(394)
NET ASSETS INVESTED IN TANGIBLE CAPITAL ASSETS, end of year \$	8,028	\$ (4,910)

The accompanying notes are an integral part of these financial statements.

Whistler Museum and Archives Society

Statement of Cash Flows
For the year ended December 31, 2023
(Unaudited)

	2023	2022
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash receipts	\$ 542,428	\$ 345,019
Cash paid to suppliers and employees	(441,537)	(399,116)
	100,891	(54,097)
CASH FLOWS FROM INVESTING ACTIVITY		
Purchase of investments	(290,741)	-
CASH FLOWS FROM FINANCING ACTIVITY		
Canada Emergency Business Account loan	(40,000)	-
DECREASE IN CASH DURING THE YEAR	(229,850)	(54,097)
Cash, beginning of year	275,467	329,564
CASH, end of year	\$ 45,617	\$ 275,467
REPRESENTED BY:		
Cash	45,617	\$ 275,467

The accompanying notes are an integral part of these financial statements.

Whistler Museum and Archives Society

Notes to the Financial Statements
For the year ended December 31, 2023
(Unaudited)

I. NATURE OF SOCIETY AND SIGNIFICANT ACCOUNTING POLICIES

The mandate of the Whistler Museum and Archives Society ("the Society") is to collect, preserve, document, and interpret mountain life for the benefit and enrichment of the public. The natural and human history, community events and 2010 Winter Olympic Legacy of the Whistler Valley region are the primary focus for all collecting, research, and programming activities. As a cultural centre and forum for learning, the Whistler Museum develops innovative exhibitions, educational programs and multimedia projects to enhance Whistler's world class reputation in the international mountain community. The Society is incorporated under the Society Act of British Columbia and is registered as a charitable organization under the Income Tax Act (Canada). The Society is exempt from income taxes under section 149(1)(f) of the Income Tax Act (Canada).

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO) and include the following significant accounting policies:

a) Revenue recognition

The Society follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Inventory contributions are recognized in the year in which the inventory is sold. Restricted capital contributions for capital purposes are recorded as deferred contributions until the amount is invested in tangible capital assets. The amount invested is recorded as a deferred capital contribution and amortized over the useful life of the assets. Unrestricted contributions are recognized as revenue when received or receivable if the amount can be reasonably estimated and collection is reasonably assured.

The Society also recognizes revenue from product, events and programs sales at the time the sale is made.

b) Inventory

Inventory is stated at the lower of cost or net realizable value. Costs are generally determined on the first-in, first-out basis.

c) Tangible Capital Assets

Purchased tangible capital assets are recorded at cost. Contributed tangible capital assets are recorded at fair value at the date of contribution. Amortization is provided at the following rates:

Furniture and office equipment	- 20% diminishing balance
Display equipment	- 5 year straight line basis
Computer equipment	- 30% diminishing balance
Computer equipment (acquired March 22, 2004 to March 19, 2007)	- 45% diminishing balance
Computer equipment (acquired after March 18, 2007)	- 55% diminishing balance

Full amortization is taken in the year of acquisition, no amortization will be taken in the year of disposition.

d) Financial Instruments

The Society's financial instruments consist of cash, accounts receivable, grants receivable, accounts payable and the Canada Emergency Business Loan payable. Unless otherwise noted, it is the Board's opinion that the Society is not exposed to significant interest, currency or credit risks arising from these financial instruments. The fair values of these financial instruments approximate their carrying values unless otherwise noted.

Whistler Museum and Archives Society

Notes to the Financial Statements
For the year ended December 31, 2023
(Unaudited)

1. NATURE OF SOCIETY AND SIGNIFICANT ACCOUNTING POLICIES (continued)

The Society is exposed to the following risks in respect of certain financial instruments held:

(i) *Credit risk*

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Society is potentially exposed to credit risk on its cash and accounts receivable from customers. However, the Society has an insignificant number of customers which minimizes the concentration of credit risk to accounts receivable and to mitigate this risk, the Society has deposited its cash with a reputable financial institution. The maximum potential loss on these financial instruments is equal to the carrying amount of those items.

(ii) *Liquidity risk*

Liquidity risk is the risk that the Society will be unable to fulfil its obligations on a timely basis or at a reasonable cost. The Society manages its liquidity risk by monitoring its operating requirements and using various funding sources to ensure its financial flexibility. The Society prepares an annual budget to ensure that it has sufficient funds to fulfil its obligations.

e) *Donated Goods and Services*

The Society records donated goods and services when a fair market value can be reasonably estimated and when the goods and services are used in the normal course of operations and would otherwise be purchased by the Society.

The Society is also supported by volunteers who carry out some of its fundraising and administrative activities. The value of volunteers' donated services cannot be reasonably estimated and, therefore, is not recorded in the financial statements.

f) *Deferred Contributions*

Amounts billed or received for future events or services are recorded as deferred revenue until the events take place or the services are provided.

g) *Use of Estimates*

The preparation of financial statements in accordance with ASNPO requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future.

2. REMUNERATION OF DIRECTORS, EMPLOYEES AND CONTRACTORS

The Societies Act (British Columbia) requires the Society to disclose the total remuneration paid to the Directors, for either being a director or for acting in another capacity, as well as the total number of employees or contractors with annual remuneration equal to or greater than \$75,000 and the aggregate remuneration of those employees/contractors. No directors received any remuneration from the Society in 2023. No employee or contractor had an annual remuneration equal to or greater than \$75,000.

The accompanying notes are an integral part of these financial statements.

Whistler Museum and Archives Society

Notes to the Financial Statements
For the year ended December 31, 2023
(Unaudited)

3. GOVERNANCE

The Society is governed by a Board of Trustees which is comprised of up to fourteen (14) Trustees elected from the Society's general membership. The chair of the Society is elected by the Board of Trustees. Members of the Board of Trustees, including the chair, are volunteers and receive no remuneration for their services.

4. GRANTS RECEIVABLE

This balance represents funds promised by granting agencies for programs occurring in the 2023 fiscal year that have not been received by the Society by December 31, 2023.

	2023	2022
Canadian Museums Association - YCW	\$ 18,570	\$ -
Resort Municipality of Whistler	89,224	65,232
ESDC Summer Job	309	-
\$ 108,103	\$ 65,232	

5. INVESTMENTS

Investments consists of two term deposits and the Community Foundation of Whistler restricted building fund (Note 10). The term deposits both mature on October 13, 2024 and earn interest at 3% and 6.1%.

6. TANGIBLE CAPITAL ASSETS

	Cost	Accumulated Amortization	2023	2022
Furniture and office equipment	\$ 25,535	\$ 24,280	\$ 1,255	\$ 1,569
Computer equipment	30,972	24,199	6,773	3
\$ 278,835	\$ 270,807	\$ 8,028	\$ 1,572	

7. DEFERRED CONTRIBUTIONS

This balance represents funds received from granting agencies for programs planned for the 2023 fiscal year and the balance consists of the following:

	2023	2022
Whistler Blackcomb Foundation	-	\$ 13,621

The accompanying notes are an integral part of these financial statements.

Whistler Museum and Archives Society

Notes to the Financial Statements
For the year ended December 31, 2023
(Unaudited)

7. DEFERRED CONTRIBUTIONS (continued)

	2023	2022
Deferred contributions, beginning of the year	\$ 13,621	\$ 13,621
Amounts received during the year	-	-
Amounts recognized as deferred contributions	(13,621)	-
	\$ -	\$ 13,621

8. CANADA EMERGENCY BUSINESS ACCOUNT LOAN

The Society received the Canada Emergency Business Account ("CEBA") loan of \$40,000 in 2020 and an additional \$20,000 in 2022 from the federal government. This loan was interest-free and was intended to help cover operating costs during the time when revenues have been temporarily reduced due to the COVID-19 pandemic. Of this amount, \$20,000 was potentially forgivable if the Society paid \$40,000 prior to December 31, 2023 and met specific criteria outlined in the loan document. On November 28, 2023, the Society paid off the loan in full.

9. DEFERRED CAPITAL ASSETS CONTRIBUTIONS

Deferred capital asset contributions include unspent and unamortized portions of capital contributions.

The changes for the year are as follows:

	2023	2022
Deferred capital contributions, beginning of year	\$ 1,410	1,763
Contributions received	13,621	-
Amounts recognized as revenue	(7,054)	(353)
	\$ 7,977	\$ 1,410

10. RESTRICTED NET ASSETS

On December 8, 2017, the Board of Directors approved the creation of an internally restricted fund. This fund, "Building and Display Equipment Fund", will be used for the building and land development of the proposed new museum. The balance of this fund as of December 31, 2023 was \$244,151. This amount is included in the total Restricted Net Assets amount.

On March 31, 2023, the Society entered a Managed Fund Agreement with the Community Foundation of Whistler. This fund will be used for the building and land development of the proposed new museum. The balance of this fund as of December 31, 2023 was \$86,733. This amount is included in the total Restricted Net Assets amount.

The accompanying notes are an integral part of these financial statements.

Whistler Museum and Archives Society

Notes to the Financial Statements
For the year ended December 31, 2023
(Unaudited)

11. COMMITMENTS

Managed Fund Agreement

On March 31, 2023, the Society entered into a Managed Fund Agreement with the Community Foundation of Whistler. This agreement is for an initial period of three (3) years, and will run year to year thereafter. The purposes of the Fund are to support charitable activities or charitable organizations whose activities are within the objects of the Foundation and, in particular, to support the Society to raise monies to construct a new facility.

Lease agreement

The Society entered into a sixty (60) year lease agreement, commencing on January 1, 2023, with the Resort Municipality of Whistler. The intention is for the Society to construct and operate a new museum building on the leased site. The annual rent is \$1 payable on the first day of the Term and each anniversary thereafter.

12. GRANTS REVENUE

Grants received from funding agencies are recognized as revenue in the fiscal year for which the funds were expended, rather than the dates received. The granting agencies and funds recognized are as follows:

	2023	2022
BC Gaming Commission	\$ 18,500	\$ 18,500
Aqueduct Foundation	1,300	1,300
Canadian Museums Association - YCW	18,571	-
ESDC Canada Summer Job	5,293	-
Bursary - BCMA Conference	-	700
Museum Assistance Program	-	14,077
Community Foundation of Whistler	5,000	6,298
RMOW	20,000	8,773
Women Who Care Whistler	-	10,200
Whistler Blackcomb Foundation Signage	6,771	-
	<u>\$ 75,435</u>	<u>\$ 59,848</u>

The accompanying notes are an integral part of these financial statements.

Whistler Museum and Archives Society

Notes to the Financial Statements
For the year ended December 31, 2023
(Unaudited)

13. ECONOMIC DEPENDENCE

The Resort Municipality of Whistler ("RMOW") provides a fee for service funding to the Society. The grant represents a significant portion of the Society's revenue and cash flow. The following amounts have been recorded in the financial statements.

	2023	2022
Fee for service recognized as revenue during the year	\$ 208,000	\$ 195,000

The Society recognized \$208,000 (2022 - \$195,000) of revenue from the RMOW in the year which represents 50.49% (2022 - 48.30%) of the total revenues and 100% (2022 - 100%) of Fee for Service revenues.

14. COMPARATIVE INFORMATION

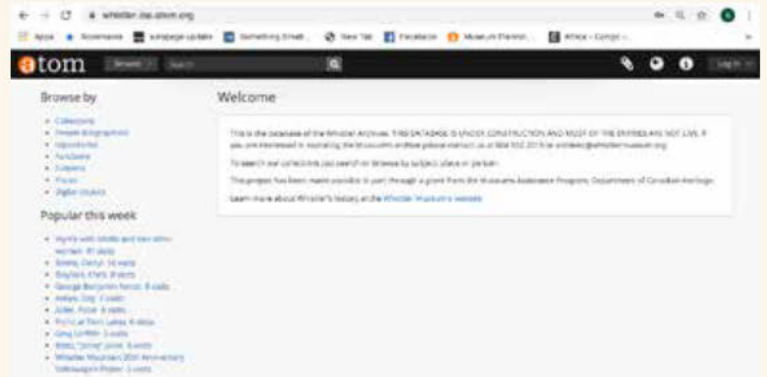
Comparative information has been reformatted to adopt the current year's presentation.



Whistler Museum Photos



Exhibit visitors



WMAS Archival database: <https://whistler.ica-atom.org/>



WMAS Speakers Series



Whistorical Blog - Weekly historical articles: <https://blog.whistlermuseum.org/>



Artefact preservation



Historical Walking Tour: <https://whistlermuseum.org/programs/>

Form Submission

There has been a submission of the form through your Engage Whistler website.

Legal Name of Organization

Whistler Arts Council DBA Arts Whistler

Mission | Mandate

We make art happen.

Society Registration Number

17322

Primary Contact Name

Maureen Douglas

Primary Contact Email

mdouglas@artswhistler.com

Primary Contact Phone

604-388-8804

FFS Recipients are eligible to sign up to a three year agreement. Indicate the length of agreement you would prefer:

3 year

Operating Costs & Funding Amount Spreadsheet Upload

[Operating Costs Funding Amount Spreadsheet.xlsx](#)

•

PURPOSE: What services will be provided with the FFS funding? Please describe how they meet the objectives of the policy and how the services align with the OCP?

You have 500 words Arts Whistler (AW) operates the Maury Young Arts Centre (MYAC) with a 200+ seat theatre, gallery, gift shop and visitor info services.

Annual programs include:

- The Arts Centre Gallery –7-8 community-driven exhibits annually
- Arts Whistler Live! – Fall-Spring live performance series with pro touring acts
- Art on the Lake – Arts celebration on Alta Lake that showcases local talent.
- “Test Kitchen” for new programs that elevate local talent
- Indigenous Knowledge and Arts series – Programming that fosters education, relationship-building and healing.
- Authentic gift shop – showcasing artisan goods from Sea to Sky artists
- Discounted venue rentals for ACH
- AW website – Listings and links to AW & Sea to Sky arts
- Arts-U – Pro-D for artists
- Music showcases/development programs
- Whistler Children’s Festival
- Artist workshop cooperatives –arts teachers earn workshop revenue at MYAC
- Village Animation – contract with RMOW, supports local artist revenues & fosters talent

AW helps deliver Whistler’s OCP objectives:

Vision Characteristics

- Culture: AW fosters place with authentically local experiences.
- Vibrant: AW events create vibrant experiences of place and people.
- Quality of Life: AW positively contributes to quality of life for residents and visitors.
- Inclusive: Accessible cultural experiences for everyone.
- Connected: AW’s programs connects with Whistler’s NFPs, business and residents
- Resilient: AW helps diversify the tourism economy and provides weather-proof options.
- Partnerships: We elevate local NFPs through arts and culture collaboration initiatives.
- Experience: AW offers year-round diverse, authentic experiences.
- Local: AW helps local artists thrive and earn revenue. We provide the local community with affordable and accessible arts experiences.

OCP Objectives met by AW initiatives:

- 3.2.1 & 3.3.3.1: AW shares history and culture of local and national Indigenous peoples through art, music, workshops, etc. Promotes education, relationship building.
- 6.5.1.1 to 6.5.1.3: Product diversification/shoulder-season programs supporting economic vitality/tourism.
- 8.1.1.1 to 8.1.1.3 & 8.1.2: We support Whistler's character/sense of place, with local, authentic art experiences in natural environment.
- 8.3 to 8.4: We provide and promote connection, engagement and participation in community spaces, inclusion and diversity.
- 8.11.1.10: AW has programs that support mental health/wellbeing, fostering connection.
- 9.1.2.1 | 9.1.4 | 9.1.5: AW makes the arts a part of lifelong learning including Indigenous arts and pro-d for artists.
- 9.2.1 to 9.2.3.3: Promotes the ANH sector with AW website, social media, partnerships

Describe how the services funded by FFS in your organization align with any other Corporate Plans and priorities, such as Council's Strategic Priorities, Big Moves Climate Action Plan, the RMOW's commitment to Reconciliation and initiatives to support inclusion, diversity, equity and accessibility?

AW aligns with several of the RMOW's priorities and plans;

Council Strategic Priorities - Community:

- Innovate on engagement channels and increase community engagement opportunities
- Improve information sharing regarding local government process and decisions
- Support new GM role to strengthen community linkages

Council Strategic Priorities - Smart Tourism:

- Refine understanding of capacity constraints with Balance Model
- Explore potential initiatives and metrics and research Tourism advancements in other leading destinations
- Design parks infrastructure, programming and transportation options to encourage dispersion
- Provide opportunities for visitors to contribute, participate and learn about

Whistler's culture

Big Moves Climate Action Plan:

- Fostering climate action and environmental awareness through the arts – visual arts exhibitions, partnerships with AWARE
- Promoting low emission transport to AW events – bus, bike, walk, paddle
- Operating a weather independent venue
- Converting theatre equipment to low energy alternatives (e.g. LED stage lighting)
- Continually working to make Arts Centre more sustainable, through waste management and recycling, reducing office and production supplies, energy consumption, water use, etc.

Reconciliation:

- AW provides Indigenous programming focused on learning, understanding, relationship-building and promotion of Indigenous artists
- AW partners with and supports SLCC initiatives (e.g. National Indigenous Peoples Day, T and R Day)
- AW actively seeks Indigenous artisans to increase Indigenous products in Arthentic gift shop
- AW actively fosters relationships within Lil'wat Nation and Squamish Nation leadership and seeks approvals on language, art, etc. as needed

Other:

- Development and delivery of the Community Cultural Plan
- Marketing and partnership activations with Cultural Connector venues
- Producing programs with low to no barriers in cost and accessibility
- Producing programs and hiring artists that are inclusive of and equitable across the talent pool (gender; ethnicity; sexual orientation)
- Cultivating an arts participation environment where everyone feels welcome and that our increasingly diverse community can see themselves reflected through the arts scene

COST-BENEFIT RATIONALE: Why is your organization uniquely positioned to deliver those services; what unique benefits are achieved through delivery of those services by your organization? Please describe the value for money to the RMOW and tax payers.

AW has a highly skilled and experienced staff of arts and events producers, marketers and venue managers. We have a long history of delivering excellent events and programs while also supporting the overarching arts and culture goals of the resort community.

We provide leadership for the cultural sector and collaborate directly with the RMOW and key resort agencies as we work to achieve the vision and objectives in the community cultural plan. We often serve as an ad hoc “cultural secretariat” to the RMOW, offering a not-for-profit delivery model that is more affordable than the RMOW delivering these services directly. We estimate that Arts Whistler is able to deliver arts and culture programs at 65-75% of what it would cost the RMOW to deliver similar services.

Our programming, producing and technical knowledge is first rate and diverse, including abilities with new technologies such as video production. We lend that knowledge to other local and regional arts organizations to support them in their success. We are fully integrated into the resort community with exceptionally positive relationships with all resort stakeholders, the arts community, our members, local businesses and the community at large.

Serving as the arts and culture delivery system for the RMOW, we provide an affordable way for the RMOW to bring cultural services to the community.

IMPLICATIONS: If FFS funding was not available, how would your organization provide the services indicated above; what aspects of those services would be most significantly impacted?

Arts Whistler’s ability to operate the Maury Young Arts Centre and provide arts and culture and offerings to the community have been put under tremendous financial and staffing strains due to the impacts of COVID-19 and reductions in arts funding from the provincial and federal governments. Over the past four years, production and artist costs have rising 20-25%, staff have required consistent CPI increases to support their ability to live in the Sea to Sky and CPI has risen in the double digits. Due to affordability impacts everywhere, funding, sponsorship and ticket revenue have not been able to keep pace with increased expenses.

In 2024, we have been adjusting to these financial realities and are focusing on ways to increase revenue, while containing staffing and operating costs. If we are not successful in our 2025 FFS funding request, we cannot definitively outline all impacts to Arts Whistler. This will require strategic decisions made by both the AW board and staff to determine what level of staff and programming will be scaled back but it would be significant – as much as 50% of our workforce. It would put our ability to operate the Maury Young Arts Centre at significant risk and it may no longer be viable for us.

KEY PERFORMANCE INDICATORS: If FFS funds are provided to your organization, what metrics will your organization track and report to highlight the outcomes or impacts of the FFS?

- Community participation in AW programs
- Attendance at events
- Venue rental revenue
- ACH use of Arts Centre
- Survey feedback
- Social media feedback and commentary
- Sponsorship
- Grant income
- Community perception of events (e.g. for the past three years, AW event have been in the top three of the Pique's Best of Whistler, in their two arts and culture event categories.

Financials Upload

- [2023 Whistler Arts Council Financial Statements.pdf](#)

Does your organization have any outstanding debts to the RMOW?

No

Does your organization currently receive Value In Kind from the RMOW?

Yes

If yes to the above, in what form?

Management and operations of the Maury Young Arts Centre

I agree to the terms above and confirm the statements made in this Application are true and complete.

Yes

First Name

Maureen

Last Name

Douglas

To view all of this form's submissions, visit

https://engage.whistler.ca/index.php/dashboard/reports/forms_new/data/179

Arts Whistler 2025 Budget:	Annual Operating Costs	FFS Funding Request Year 1	FFS Funding Request Year 2	FFS Funding Request Year 3
Admin Wages & Benefits	\$271,927	\$100,000	\$102,000	\$104,040
Program Wages & Benefits	\$640,004	\$335,000	\$341,700	\$348,534
Rent, Utilities	\$24,500	\$5,000	\$5,100	\$5,202
Equipment & Supplies	\$43,200	\$20,000	\$20,400	\$20,808
Advertising & Promotion	\$40,500	\$15,000	\$15,300	\$15,606
Capital Projects/Purchases	\$0	\$0	\$0	\$0
All Other Costs	\$265,950	\$125,000	\$127,500	\$130,050
TOTAL	\$1,286,081	\$600,000	\$612,000	\$624,240,000

3% CPI request 2% CPI request 2% CPI request

FFS funds as a percentage of overall annual operating costs.

47%	48%	49%
<i>of 2025 budget</i>	<i>of 2025 budget</i>	<i>of 2025 budget</i>

**Annual increases in FFS funding are not guaranteed. All FFS decisions are made during the annual budget process and multi-year agreements will only indicate the baseline funding amount approved by Council in year one.*

Whistler Arts Council (Arts Whistler)

Financial Statements

For the year ended December 31, 2023

(Unaudited)

Whistler Arts Council (Arts Whistler)

Contents

For the year ended December 31, 2023

(Unaudited)

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Statement of Financial Position	4
Statement of Operations	5
Statement of Changes in Net Assets	6
Statement of Cash Flows	7
Notes to the Financial Statements	8 - 13



INDEPENDENT PRACTITIONERS' REVIEW ENGAGEMENT REPORT

To the Directors of Whistler Arts Council (Arts Whistler):

We have reviewed the accompanying financial statements of Whistler Arts Council (Arts Whistler) that comprise the statement of financial position as at December 31, 2023, and the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Directors' Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Practitioners' Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the accompanying financial statements do not present fairly, in all material respects, the financial position of Whistler Arts Council (Arts Whistler) as at December 31, 2023, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Chartered Professional Accountants LLP
Port Coquitlam, BC
May 23, 2024

Whistler Arts Council (Arts Whistler)

Statement of Financial Position

As at December 31, 2023



(Unaudited)

	2023	2022
ASSETS		
Current		
Cash	\$ 249,419	\$ 113,447
Investments (Note 3)	123,251	219,785
Accounts receivable	14,066	13,100
Due from government agencies (Note 7)	-	18,347
Inventory	2,141	3,787
Prepaid expenses	10,607	10,015
	399,484	378,481
Tangible capital assets (Note 4)	120,343	107,045
	\$ 519,827	\$ 485,526
LIABILITIES AND NET ASSETS		
Current		
Accounts payable and accrued liabilities	\$ 44,038	\$ 27,307
Deferred revenue (Note 5)	103,766	43,814
Deferred capital contributions (Note 6)	17,548	10,253
Due to government agencies (Note 7)	1,721	-
Wages payable	36,960	57,108
	204,033	138,482
Long-term portion of deferred capital contributions (Note 6)	39,316	49,230
CEBA loan (Note 8)	-	60,000
	243,349	247,712
Net Assets		
Invested in tangible capital assets	120,343	107,045
Facility reserve fund, internally restricted (Note 1)	22,611	23,829
MYMPS reserve fund (Notes 1 and 12)	51,785	50,122
Unrestricted	81,739	56,818
	276,478	237,814
	\$ 519,827	\$ 485,526

Commitment (Note 9)

Contingent liability (Note 16)

Approved on behalf of the Board:

 _____ Director
 _____ Director

The accompanying notes are an integral part of these financial statements

Whistler Arts Council (Arts Whistler)

Statement of Operations
For the year ended December 31, 2023
(Unaudited)

	2023	2022
REVENUE		
Fee for Service Operating Funds	\$ 550,000	\$ 520,000
Festival and Events Animation Programming	124,200	189,939
Productions and other earned revenues	336,217	234,472
Grants and Endowment Fund (Note 10)	276,765	241,920
Donations and sponsors	73,122	71,050
Rentals (Net) (Note 11)	72,423	49,065
Interest	5,886	4,976
	1,438,613	1,311,422
DIRECT EXPENSES		
Advertising and promotion	48,165	40,680
Art awards, grants and bursaries	2,600	2,400
Art sales - artist portion	37,053	29,106
Artist fees and expenses	133,377	188,588
Building janitorial supplies	60,833	59,345
Facility rentals	15,000	-
Production expenses (Note 11)	116,279	86,801
Volunteer and meeting expenses	1,432	1,022
	414,739	407,942
EXCESS OF REVENUE OVER DIRECT EXPENSES	1,023,874	903,480
ADMINISTRATION EXPENSES		
Accounting and legal	6,765	5,650
Amortization	28,911	28,654
Bank charges	666	626
Conferences	2,125	4,195
Consulting fees	-	1,942
Contract fees	27,614	25,605
Exchange loss (gain)	45	(153)
GST non recoverable	5,289	7,482
Insurance	16,551	14,301
Licenses, fees and dues	12,942	6,054
Office and miscellaneous	54,849	64,184
Telephone and utilities	10,293	12,147
Travel	385	1,435
Wages and benefits	817,557	878,996
	983,992	1,051,118
Excess (deficiency) of revenues over expenses before other item	39,882	(147,638)
OTHER ITEM		
Government subsidy - THRP	-	48,070
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 39,882	\$ (99,568)

The accompanying notes are an integral part of these financial statements

Whistler Arts Council (Arts Whistler)

Statement of Changes in Net Assets
For the year ended December 31, 2023
(Unaudited)

	2023	2022
Invested in Tangible Capital Assets, beginning of year	\$ 107,045	\$ 93,814
Amortization	(28,911)	(28,654)
Acquisitions	42,209	41,885
<u>Invested in Tangible Capital Assets, end of year</u>	<u>\$ 120,343</u>	<u>\$ 107,045</u>
Facility Reserve Fund, beginning of year	\$ 23,829	\$ 24,129
Donations received	-	-
Funds used	(1,218)	(300)
<u>Facility Reserve Fund, end of year</u>	<u>\$ 22,611</u>	<u>\$ 23,829</u>
MYMPS Reserve fund, beginning of year	\$ 50,122	\$ 48,003
Net interest income	1,663	2,119
<u>MYMPS Reserve Fund, end of year</u>	<u>\$ 51,785</u>	<u>\$ 50,122</u>
Unrestricted Net Assets, beginning of year	\$ 56,818	\$ 171,736
Excess (deficiency) of Revenues over Expenses	39,882	(99,568)
Transfer Amortization to Tangible Capital Assets	28,911	28,654
Transfer to Tangible Capital Assets for Acquisitions	(42,209)	(41,885)
Transfer to MYMPS Reserve fund	(1,663)	(2,119)
<u>Unrestricted Net Assets, end of year</u>	<u>\$ 81,739</u>	<u>\$ 56,818</u>

The accompanying notes are an integral part of these financial statements

Whistler Arts Council (Arts Whistler)

Statement of Cash Flows
For the year ended December 31, 2023
(Unaudited)

	2023	2022
CASH PROVIDED BY (USED IN)		
OPERATING ACTIVITIES		
Excess (Deficiency) of revenue over expenses	\$ 39,882	\$ (99,568)
Item not involving cash:		
Amortization	28,911	28,654
	68,793	(70,914)
Changes in non-cash working capital items:		
Accounts receivable	(966)	13,305
Due from government agencies	-	41,672
Inventory	1,646	(1,352)
Prepaid expenses	(592)	2,332
Accounts payable and accrued liabilities	16,731	(839)
Deferred revenue	59,952	(81,502)
Deferred capital contributions	(2,619)	28,769
Due to government agencies	20,068	-
Wages payable	(20,148)	10,411
	142,865	(58,118)
INVESTING ACTIVITIES		
Redemption of investments	96,534	37,056
Purchase of tangible capital assets	(42,209)	(41,885)
Net funds received in Facility Reserve Fund - Red Roof	(1,218)	(300)
	53,107	(5,129)
FINANCING ACTIVITY		
CEBA loan repayment	(60,000)	-
	135,972	(63,247)
INCREASE (DECREASE) IN CASH DURING THE YEAR		
Cash, beginning of year	113,447	176,694
CASH, end of year	\$ 249,419	\$ 113,447

The accompanying notes are an integral part of these financial statements

Whistler Arts Council (Arts Whistler)

Notes to the Financial Statements
For the year ended December 31, 2023
(Unaudited)

1. NATURE OF BUSINESS AND SIGNIFICANT ACCOUNTING POLICIES

The Whistler Arts Council (Arts Whistler) ("AW") is a registered charity under the Societies Act of British Columbia. Its purpose is to build and integrate the arts into the fabric of the Whistler community. AW is incorporated under the Society Act of British Columbia and is exempt from taxation under Section 149.1(1) of the Income Tax Act of Canada.

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO) and include the following significant accounting policies:

a) Tangible Capital Assets

Purchased tangible capital assets are recorded at cost. Tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

Building	25 years straight-line
Computer hardware	3 - 5 years straight-line
Furniture and equipment	5 years straight-line

b) Revenue recognition

AW follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Rental revenue is recognized when the related service is provided, the amount to be received can be reasonably estimated and collection is reasonably assured. Donations are recorded on a cash basis since pledges are not legally enforceable claims.

c) Restricted and unrestricted funds

AW has set aside a facility reserve fund for costs associated with the AW owned red-roof building.

AW collects a theatre improvement fund allocated for ongoing improvements. Contributions received are recorded as a liability with revenue recognized as corresponding expenses are incurred.

AW has set aside an internally restricted facility reserve fund for costs associated with the Maury Young Arts Centre building. These funds were donated by the MYMP Society upon its dissolution.

d) Use of estimates

The preparation of financial statements with Canadian ASNPO requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and reported amounts of revenues and expenses during the reporting period. Significant areas requiring the use of management estimates include collectibility of accounts receivable and amortization of capital assets. Actual results could differ from these estimates.

e) Contributed goods and services

AW periodically receives donations of supplies, gift certificates and services. These donations are recorded only if a gift-in-kind charitable receipt is issued and in such cases, are recognized at fair value in the financial statements.

Whistler Arts Council (Arts Whistler)

Notes to the Financial Statements
For the year ended December 31, 2023
(Unaudited)

2. REMUNERATION OF DIRECTORS, EMPLOYEES AND CONTRACTORS

The Societies Act (BC) requires that the AW disclose the total remuneration paid to the Directors, for either being a director or for acting in another capacity, as well as the total number of employees or contractors with annual remuneration equal to or greater than \$75,000 and the aggregate remuneration of those employees/contractors.

During the year ended December 31, 2023, there was \$ Nil (2022 - \$Nil) paid to directors of AW for acting in another capacity other than director. In 2023, the Executive Director was paid \$109,591 as an employee (2022 - \$109,591). There were no contractors whose fees exceeded \$75,000 in 2023 or 2022.

3. INVESTMENTS

Investments consist of one term deposits. That matures on August 30, 2024 and bears interest annually at 4.10%. This term deposit has an automatic rollover.

4. TANGIBLE CAPITAL ASSETS

	Cost	Accumulated Amortization	2023 Net	2022 Net
Building	\$ 68,000	\$ 50,320	\$ 17,680	\$ 20,400
Computer hardware	81,357	69,133	12,224	18,758
Furniture and equipment	286,784	196,345	90,439	67,887
	<u>\$ 436,141</u>	<u>\$ 315,798</u>	<u>\$ 120,343</u>	<u>\$ 107,045</u>

5. DEFERRED REVENUE

This balance represents funds received from granting agencies and sponsors for programs planned for the 2023 fiscal year. In addition, the amount listed as 'Deferred Donations' is the Theatre Improvement Fund. These donations are collected via a fee on all ticket sales at MYAC events to be used for equipment purchases in the MYAC theatre and/or building.

The balance consists of the following:

	<u>2023</u>
British Columbia Touring Grant	\$ 6,000
British Columbia Gaming Grant	52,900
Canadian Heritage	5,000
BCAC 2023/24 Operating Grant	17,000
Sushi Village AWL - 2024	5,000
Deferred donations	9,666
Resort Municipality of Whistler - Gallery Exhibition	8,200
	<u>\$ 103,766</u>

The accompanying notes are an integral part of these financial statements

Whistler Arts Council (Arts Whistler)

Notes to the Financial Statements
For the year ended December 31, 2023
(Unaudited)

5. DEFERRED REVENUE (CONTINUED)

Deferred revenue, beginning of year	\$ 43,814
Amounts received during the year	809,006
Amounts recognized as income during the year	<u>(749,054)</u>
Deferred revenue, end of year	<u>\$ 103,766</u>

6. DEFERRED CAPITAL CONTRIBUTIONS

Deferred capital contributions include unspent and unamortized portions of capital contributions.

The changes for the year are as follows:

	2023	2022
Deferred capital contributions, beginning of year	\$ 59,483	\$ 30,714
Contributions received	-	40,000
Amounts recognized as revenue	<u>(2,619)</u>	<u>(11,231)</u>
Deferred capital contributions, end of year	56,864	59,483
Less: current portion	<u>17,548</u>	<u>10,253</u>
Long-term portion	<u>\$ 39,316</u>	<u>\$ 49,230</u>

7. DUE TO/FROM GOVERNMENT AGENCIES

	2023	2022
Payroll liabilities	\$ (978)	\$ (1,197)
Forgivable portion of CEBA loan	-	20,000
PST payable	(709)	(459)
GST receivable	<u>(34)</u>	<u>3</u>
	<u>\$ (1,721)</u>	<u>\$ 18,347</u>

8. CANADA EMERGENCY BUSINESS LOAN

The Society received the Canada Emergency Business Account ("CEBA") loan of \$60,000 from the federal government. This loan is interest-free and is intended to help cover operating costs during the time when revenues have been temporarily reduced due to the COVID-19 pandemic. Of this amount, \$20,000 is potentially forgivable if the Society pays \$40,000 prior to December 31, 2023 and meets specific criteria outlined in the loan document. During the year-ending December 31, 2023, Society repaid the CEBA loan in full.

The accompanying notes are an integral part of these financial statements

Whistler Arts Council (Arts Whistler)

Notes to the Financial Statements
For the year ended December 31, 2023
(Unaudited)

9. COMMITMENT

AW entered into a use agreement with the Resort Municipality of Whistler (RMOW) to ensure the Society has ongoing rights of access and use of the Maury Young Arts Centre. The terms of the agreement expired on May 31, 2023. AW and RMOW are currently negotiating a long-term contract.

10. GRANTS AND ENDOWMENT FUND

Grants received from funding agencies are recognized as revenue in the fiscal year for which the funds were intended and used, rather than the dates received. The granting agencies and funds recognized are as follows:

	2023	2022
British Columbia Arts Council (BCAC)	\$ 47,050	\$ 144,000
British Columbia Arts Council (BCAC) Resilience Fund	131,196	-
BC Fairs, Festivals and Events Fund	21,700	-
British Columbia Gaming Commission	37,500	37,500
British Columbia Touring Council	-	15,762
Canadian Heritage	20,300	12,400
WCF Endowment Fund Disbursement	10,400	11,270
WCF Community Grant	4,000	3,500
Canada Summer Jobs	-	3,756
Hamber Foundation	2,000	2,500
Whistler Blackcomb Foundation	2,619	11,232
	\$ 276,765	\$ 241,920

11. RENTALS

Rental revenue for 2022 was presented net of related discounts. For 2023, AW changed its policy and now records discounts as part of production expenses. Included in production expenses, for 2023, is \$4,727 of rental discounts.

	2023	2022
Room Rentals	\$ 72,423	\$ 49,065

12. ENDOWMENT FUND

AW is the designated beneficiary of an Arts & Culture Legacy Fund held by the Community Foundation of Whistler. The fund, initiated in 2006, was created with contributions from the Whistler Centre for Business & the Arts, the Canadian Arts & Heritage Sustainability Program, the BC Renaissance Fund, the Whistler Blackcomb Foundation and the Festival of Lights. At December 31, 2023, the fund had a balance of \$330,335.

Whistler Arts Council (Arts Whistler)

Notes to the Financial Statements
For the year ended December 31, 2023
(Unaudited)

13. MAURICE YOUNG MILLENNIUM PLACE SOCIETY DONATION

In August 2013, AW received \$43,601 as a one time donation from the dissolution of the Maurice Young Millennium Place Society ("MYMPS"). The donation has been internally restricted by AW with the intention that the funds will be used for capital projects and equipment purchases to enhance the Maury Young Arts Centre building to serve the Whistler community.

14. ECONOMIC DEPENDENCE

AW is economically dependent on the Resort Municipality of Whistler's (RMOW) support of its programs and service. Funds in 2023 were received from the RMOW as follows:

Operating - core operating funds were received from the RMOW as a "Fee for Service" of \$550,000, which represents 38.28% of total revenue (less government subsidies received) (2022 - 39.65%).

The Fee for Service funding is essential to the fiscal success of Arts Whistler.

15. FINANCIAL INSTRUMENTS

Financial assets and liabilities are initially measured at fair value. Subsequent measurement of all financial assets and liabilities are at amortized cost. Financial assets measured at amortized cost include cash, restricted cash, GST receivable, accounts receivable and grants receivable. Financial liabilities measured at cost include accounts payable and accrued liabilities, and wages payable.

AW has a risk management framework to monitor, evaluate and manage the principal risks assumed with financial instruments. The principal risks assumed by AW are as follows.

Credit risk

Credit risk is the risk that AW will incur a loss through uncollectible accounts receivable. AW maintains a policy of credit review for all of its members and establishes an allowance for doubtful accounts when the amounts are not collectible. AW is not exposed to any significant credit risk.

Market risk

Market risk is the risk that the value of an investment will fluctuate as a result of changes in market prices, whether these changes are caused by factors specific to the individual investment, or factors affecting all securities traded in the market. AW is not exposed to any significant market risk.

Liquidity risk

Liquidity risk is the risk that AW will not be able to meet its obligations as they fall due. AW maintains adequate levels of working capital to ensure all its obligations can be met when they fall due. AW is not exposed to any significant liquidity risk.

Whistler Arts Council (Arts Whistler)

Notes to the Financial Statements
For the year ended December 31, 2023
(Unaudited)

16. CONTINGENT LIABILITY

AW was named in a lawsuit where an individual is seeking \$55,000 in damages from AW. The Society is currently defending this matter through their insurer.

17. COMPARATIVES

Certain of the prior year's figures, presented for comparative purposes, have been restated to conform to the current year's presentation.

**Arts Whistler Budget Projections
To December 31 ,2024**

INCOME

Donations	\$49,384
Event Revenue	\$103,578
Fee for Service	\$577,500
Grants and Foundations	\$191,100
Gallery, Giftshop, Membership revenue	\$83,431
Venue-based Revenue	\$194,190
Sponsorships	\$53,000
Amoritzation of deferred capital	\$20,765
	\$1,272,948

Less cost of goods	\$15,710
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Total Projected Income	\$1,257,238
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EXPENSES

Admin Wages and benefits	\$225,887
Programming Wages and benefits	\$513,482
Rent, Utilities	\$77,000
Equipment and Supplies	\$43,864
Advertising and Promotions	\$39,358
Capital Projects/Purchases	N/A
All other costs	\$299,577

Total Projected Expenses	\$1,199,168
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Net Operating Income	\$58,070
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Less cost of amortization	\$32,022
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Projected Net Income 2024	\$26,048
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Whistler Children's Festival



Arts Whistler Holiday Market



Arts Whistler



Art on the Lake



Gallery



Anonymous Art



Intermission dance lessons at The Peoples Film



MINUTES

**REGULAR MEETING OF ACCESSIBILITY AND INCLUSION
COMMITTEE (AIC)
WEDNESDAY, OCTOBER 2, 2024, STARTING AT 9:00 A.M.
Meeting held via Teams**

PRESENT	*Mtgs. YTD (3)
Accommodation Sector, J. Cottier	3
Member-at-Large, O. Rey	2
Member-at-Large, S. Lawther	3
Tourism Whistler (TW), J. Pedersen	3
Vail Resorts, B. Warren	2
Whistler Adaptive Sports Program (WA), S. Milstein	3
Whistler Chamber of Commerce, A. Feuz	3
Whistler Mature Action Community (MAC), D. Ashton	3
Whistler MAC, S. Johnson	2
Whistler MAC, L. Stroshin	
Resort Municipality of Whistler (RMOW) Councillor, J. Morden	3
RMOW Manager of Planning - Policy and AIC Secretary, C. Beaubien	3
RMOW Library Director, M. Fenton	3
RMOW Planning Services Supervisor and Acting AIC Recording Secretary, M. Urbani	1
REGRETS	
Whistler Community Services Society (WCSS)	1
Squamish Lil'wat Cultural Centre (SLCC)	0
RMOW Accessibility Coordinator, S. Tipler	2
RMOW Planning Coordinator and AIC Recording Secretary, L. Bourdon	1
*For organizations, the number reflects the number of meetings attended by the organizations' representatives within the calendar year	

GUESTS	
RMOW Manager of Parks Planning, M. Pardoe	
RMOW Transportation Demand Management Coordinator, E. DalSanto	

CALL TO ORDER

AIC recognized the Resort Municipality of Whistler is grateful to be on the shared, unceded territory of the Líl'wat People, known in their language as Líl'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.

ADOPTION OF AGENDA

Moved by D. Ashton
Seconded by S. Johnson

That AIC adopt the Regular Committee Agenda of Wednesday, October 2, 2024.
CARRIED

ADOPTION OF MINUTES

Moved by S. Johnson
Seconded by A. Feuz

That AIC adopt the Regular Committee Minutes of June 5, 2024, as circulated.
CARRIED

COUNCIL UPDATE

Councillor Morden discussed the following regarding recent Council business:

1. Provincial funding was received for Lot 5 in Cheakamus Crossing.
2. Council members attended the 2024 UBCM Convention from September 16-20 and meetings included: a) a meeting with the Minister of Water, Land and Resource Stewardship to discuss encampments at Wedge and Cheakamus; b) a meeting with the Minister of Education and Child Care to discuss topics including \$10 a day daycare, daycares in schools, Early Childhood Educators (ECEs) from different jurisdictions and ECE hourly rates; and c) a meeting with the Minister of Housing and Municipal Affairs and the Attorney General to discuss illegal rentals and fines.
3. The RMOW implemented "Borrow a Councillor" at the Whistler Public Library (WPL). People can "check out" a Councillor for 30 minutes.
4. The RMOW budget process started. "Coffee with Council" will take place October 10 at Blenz in the morning and Alpine Café in the afternoon. There will also be a budget trivia night.
5. The RMOW launched the following new select committees of Council this fall: Climate Action and Environment Committee; Housing and Strategy Committee; and Smart Tourism Committee. There is also the Community Engagement Working Group.

PRESENTATIONS/DELEGATIONS

E. DalSanto presented on active transportation and transit:

1. Parking rates for Day Lots 1 to 5 were revised. Some of the revenue goes into community transportation initiative funds that help pay for active transportation, transit and pilot projects.
2. The Active Transportation Plan was brought forward to Council and staff are currently implementing the plan. A key focus is creating an environment to help people choose 50% of their trips by non-single occupant vehicle.
3. This year, Highway 99 traffic has been lower than the 2016-2018 peaks. COVID times were lower. We are currently at a steady state.
4. Moving forward, more will be done on the e-bike share program, such as increasing secure bike parking and bike valet service.

Transportation
Update

5. There was a demonstration project on Village Gate Boulevard to connect the gap between Blackcomb Way and Northlands Boulevard for active transportation. This was mostly for families and commuter cyclists.
6. Transit is at a higher ridership rate due to the expansion of service. In the last five years, service has been reallocated to more express routes. People are using these routes more and not staying on the bus as long.
7. The Community Life Survey asked: 'how do you get around?'. There was a large jump in responses showing that in both winter and summer, people are driving more alone to get to and from work and school.
8. The Pemberton Commuter will be seeing expansion this winter.
9. UMO was implemented and can be paid via phone.
10. Next Ride was upgraded, which tracks buses in real time.
11. The Rainbow Park shuttle was brought back on weekends and the Lost Lake shuttle was daily with expanded ridership.
12. The app for bike parking has been in place for the last couple of months.
13. The Ministry of Transportation and Infrastructure (MOTI) is an important partner. The RMOW had many conversations with them about improving highway crossings. Last year, improvements were made to snow clearing.

The AIC and RMOW staff discussed:

1. The increase in Pemberton Commuter service will be well-received.
2. The additional Route 32 in Whistler will continue the system expansion.
3. Using the train line for commuters from Squamish and Pemberton has been looked at many times and was seriously considered pre-Olympics. It is set up for cargo and not for high-speed train access. Using the rail for commuting is highly unlikely to happen in the short-term.
4. Regarding highway crossings, the Bayshores, Nicklaus North and Nesters intersections are still challenging.
 - a. Consideration of crossing improvements are still under development.
 - b. Brio appears to be an unusual place to collect crossing data. Historically, this was where the counter was and the RMOW purchased this from MOTI when they discontinued it. The RMOW recognizes the Brio counting location has challenges, including many people cross at Creekside instead.
5. Paying by phone has increased system accessibility for individuals who have difficulty handling coins. There were some concerns with the 10x pass going away.
 - a. BC Transit is creating 20x tickets with a QR code, which will be provided to WCSS for free to give to people in need.
6. Regarding transportation links to other communities, RMOW staff are advising Council. Also, councils in the region are lobbying to MOTI. There are private providers that service certain user groups as well.

Parks Planning
Update

M. Pardoe presented on the Park and Valley Trail Strategy:

1. RMOW Parks Planning looked at all Whistler parks and the Valley Trail system and is producing a 10-year strategy. The strategy will define the direction, philosophy, policies and actions for future decisions.
2. Much of our infrastructure is older and needs updating. Also need to reinvest into existing parks.

3. The strategy focuses on: climate adaption measures; environmental protection and repair; access, equality and reconciliation; accommodating increasing user demand; and resilience.
4. The project commenced last summer with Urban Systems as the consultant. The project timeline is June 2024 to June 2025.
5. Staff will return to the AIC with an updated draft next year.
6. Regarding equity, diversity and inclusion, there are draft summaries, recognizing there are opportunities to expand the content. Specifically, a draft vision statement and guiding principles have been created.
7. Three questions for the AIC today are: 1) how has equity, diversity and inclusion been represented in our parks and Valley Trail system in the last 10 and 20 years; 2) what are the steps necessary to get to an improved point; and 3) are there examples of places and policies where equity, diversity and inclusivity have been well-represented?

The AIC and RMOW staff discussed:

1. Consideration could be given to work being done on adaptive mountain bike trails.
 - a. The ability to use e-bikes on mountain bike trails is very important for people with disabilities.
 - b. It is necessary to look at successful examples where e-bike and scooter use for people with disabilities has been allowed.
 - c. Currently, the alpine trails on Sproatt Mountain have e-bike restrictions and someone could request an exemption.
 - d. The Province updated its e-bike classification system and RMOW staff are in the process of updating the Parks Use Bylaw to reflect the changes.
2. The steps on the Lakeside and Wayside Parks' docks are difficult to climb.
 - a. The RMOW is aware of this challenge and has a pilot at Rainbow Park. If the pilot is favourable, it could be applied elsewhere.
3. Consideration could be given to separating the Valley Trail for pedestrian and bike use.
 - a. This is difficult and expensive in Whistler and the RMOW is not looking to widen the Valley Trail and separate users. For example, there are deep slopes and right of way considerations.
 - b. The RMOW strategy is to increase signage and stenciling on the trails. This includes warning signage about slow zones and new language for e-bikes.
 - c. The RMOW is also encouraging e-bike users to use municipal roads, especially where they are adjacent to the Valley Trail. The RMOW aims to work with MOTI to create better accommodations for cyclists on Highway 99.
4. Consideration could be given to having more benches on the Valley Trail, such as at every kilometer.
5. Consideration could be given to how different cultural groups use parks, such as big barbecues and family picnics.
 - a. The RMOW has given this consideration. For example, at Rainbow Park, the length of picnic tables was increased and this may be applied to other parks.
6. Consideration could be given to having areas in parks where neurodivergent children would be comfortable.

- a. The RMOW has given this consideration and wants to create a standard for Whistler parks.

M. Pardoe presented on the Rainbow Park rejuvenation:

1. Efforts have been made to improve accessibility. For instance, accessible parking stalls were increased. Also, there are a lake chairlift on the dock, accessible picnic tables, and accessible showers and drinking fountains. Beach mats will be installed next year.
2. Today, the RMOW is seeking post-construction feedback from the AIC.

The AIC and RMOW staff discussed:

1. The accessible parking was well-thought out given the site limitations. There is a bit of a slant, which is difficult for some people if they have to transfer from their seat to their chair.
2. The picnic table is amazing. However, the Adirondack chairs are not accessible. Also, as the picnic tables and benches are bolted down and cannot be moved, some people are not able to sit at them.
3. The park's separation from the volleyball court and the Valley Trail are appreciated.
4. There is no playground.
5. Regarding transportation issues, there is no shuttle during the week and it is really just used by tourists on the weekend. Also, Alta Lake Road residents complain that people park in front of their homes as visitors do not want to pay to park.
 - a. The transit system does not want to use Alta Lake Road as the traffic calming interferes with large vehicles.
6. Consideration could be given to more promotion of the park's accessibility features.
 - a. There are RMOW accessibility webpages that discuss features.
 - b. The RMOW could create a feedback form to create transparency regarding the park's design.
 - c. The RMOW could create a sign that states the park is accessible.

Library Update

M. Fenton presented on the WPL's new Strategic Plan and accompanying accessibility audits:

1. Library month started October 1 to create awareness of library services.
2. The project involved several steps.
 - a. In late 2023, the WPL created the research project that focused on trends across the library sector.
 - b. Pre-engagement took place in February 2024. This involved interviews with staff and leaders from across the community.
 - c. Engagement with the community occurred in April 2024.
 - d. The WPL Board adopted the final draft in September 2024.
 - e. The plan was launched to the community in October 2024.
3. This plan is heavily influenced by the feedback we received from the community, and the structure of the plan is comprehensive to ensure accountability to our community.
 - a. There was a multi-prong community engagement framework.
 - b. 600 community members were engaged within one month.
 - c. Interviews took place with various individuals and organizations, including the SLCC, RMOW Accessibility Coordinator, MAC, Whistler Youth Centre, Whistler Pemberton Newcomer Services

and Whistler Multicultural Society. An interview with Vail Resorts related to seasonal staff.

4. The top cited WPL strengths were: staff and service; the facility as it continues to adapt and change; the manner in which the WPL conducts community engagement and pilots programs from people's ideas; and the WPL's responsiveness.
5. Areas identified for improvement were: offering different operating hours; having specific programs to target certain audiences; making library access more convenient; and creating awareness about library services and resources.
6. The WPL is currently open 56 hours a week. 3,000 people visit per week and the WPL is continuing to see growth. On a weekly basis, 15 people are registered and 1,000 digital items are lent out.
7. Big changes revolve around the WPL's vision, mission, values and principles.
 - a. The new vision statement is: An inspired, informed, and engaged community.
 - b. There is a new section on principles that represents the core foundations of the library sector as a whole. These are presented by the American Library Association and are: access, collaboration, inclusion, intellectual freedom, privacy and sustainability.
8. The five strategic priorities over the next five years are to: inspire learning and discovery; cultivate connection; expand access; amplify impact; and strengthen our organization.
 - a. Expanding access includes being barrier free. A SPARC accessibility audit sponsored by Interlink will take place. Additionally, facility renovation through provincial enhancement grant funding will create more opportunity for the community to come together.
9. A digital audit is also planned.

The AIC and RMOW staff discussed:

1. The WPL provides MAC with needed meeting spaces and is very accessible for seniors. MAC wishes there were more senior-oriented programs and notes the WPL and MAC have joint programs.
2. Library hours are difficult for some users. Consideration could be given to having earlier and later hours.
3. The WPL is a great resource for seasonal and hourly staff as well as for families with young children.

Washrooms and
Neurodiversity

C. Beaubien discussed an email provided to Council about washrooms and neurodiversity:

1. On July 9, 2024, Council received a letter from a member of the public regarding washrooms and neurodiversity.

The AIC discussed:

1. Automated toilets and hand dryers are noisy.
2. Consideration could be given to having paper towels in accessible washrooms. It is also noted that hand towels are difficult to grab if you do not have hand function.

3. Consideration could be given to lighting options and flush toilets during renovations as well as a washroom option that has less noise.

OTHER BUSINESS AND MEMBER UPDATES

The AIC discussed wheelchair accessible taxis:

1. The RMOW met with Resort Cabs.
 2. Resort Cabs has accessible taxis and AIC members are encouraged to share information that these taxis are available. Resort Cabs requests that bigger groups that require accessible taxis communicate with Resort Cabs in advance so they can meet the anticipated needs.
 3. Resort Cabs is willing to share accessible taxi usage data with the RMOW.
 4. Other companies are also seeking licences to operate in Whistler.
- A. Feuz provided an update on behalf of the Whistler Chamber of Commerce:
1. The Chamber held a Truth and Reconciliation program for learning at the SLCC with 100 participants. The Chamber also held an orange heart campaign.
 2. Regarding transit, the Chamber offers a discounted spirit transit pass in partnership with the RMOW. Additionally, the Chamber continues to advocate for regional transit.
 3. The Invictus Games are coming and the Chamber is circulating resources to members to make businesses more accessible.
- B. Warren provided an update on behalf of Vail Resorts:
1. Vail Resorts is actively installing an accessible ramp at the Roundhouse Lodge as well as a possible hearing loop.
 2. Guest relations in the main village location have accessible countertops.
 3. There is a lot of planning and operational work underway for the Invictus Games.
- L. Stroshin provided an update on behalf of MAC:
1. An education and wellness session is starting in October at the WPL. This will be held once a month.
 2. In the summer, MAC hosted a bike ride every week, held coffee and connect hours, and used the Spruce Grove facility.
 3. The dementia connection group is continuing.
 4. MAC reinstated a membership fee.
 5. MAC has a new website to promote awareness of what is happening in Whistler for seniors.
- J. Pedersen provided an update on behalf of TW:
1. TW received a grant on Indigenous learning and products. The visitor services team attended an SLCC feast. There are also funds to purchase Indigenous art.
 2. TW received a grant for visitor services enhancement. This will focus on a junior ranger program and creating an immersive experience.
 3. TW received a BC Tourism grant for climate resiliency. This will focus on encouraging people to drink tap water rather than water in plastic bottles.
- S. Milstein provided an update on behalf of WA:
1. WA is recruiting board members, especially with expertise in insurance.

2. WA is preparing for the Invictus Games. This included welcoming Team Canada and Team Ukraine, who are training before the games.
3. WA is hiring new adaptive ski coaches and received a grant to host higher level adaptive coaching opportunities.

J. Cottier provided an update on behalf of the Accommodation Sector:

1. An evacuation workshop was held with the RMOW. Work will continue over the year to prepare for the next fire season.

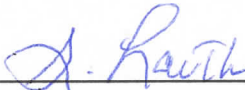
MOTION TO TERMINATE

Moved by O. Rey

Seconded by J. Cottier

That the AIC meeting of Wednesday, October 2, 2024 be terminated at 10:56 a.m.

CARRIED



S. Lawther
Chair

C. Beaubien

C. Beaubien
Secretary



**REGULAR MEETING OF
ADVISORY DESIGN PANEL COMMITTEE
MINUTES**

Wednesday, September 18, 2024, at 3:30 to 4:30 p.m.
Remote Meeting via Teams
For information on how to participate:
<http://www.whistler.ca/advisory-design-panel>

PRESENT	Mtgs. YTD (5)
D. Skalski, Architect AIBC - Chair	5
J. Oprsal, MBCSLA	4
C. Inglis, Architect AIBC	4
G. Sung, Architect AIBC	3
C. Comberbach, UDI	4
M. Barsevskis, Member at Large	2
J. Murl, Councilor, RMOW	5
M. Urbani, Acting Recording Secretary RMOW	
M. Laidlaw, Director of Planning, RMOW	
ABSENT	
M. Donaldson, Public Member – Co-Chair	3
C. Doak, MBCSLA	3

GUESTS	
B. McCrady, Planning Analyst, RMOW	
Brian Lee, MGH Consulting Inc.	
Tom Barrat, Landscape Architect	
Dennis Maguire, Architect	

1. CALL TO ORDER

D. Skalski recognized the Resort Municipality of Whistler is grateful to be on the shared, unceded territory of the Lílwat People, known in their language as Lílwat7úl, and the Squamish People, known in their language as Sḵw̱x̱wú7mesh. We respect and commit to a deep consideration of their history, culture, stewardship and voice.

2. ADOPTION OF AGENDA

Moved By M. Barsevskis

Seconded By C. Inglis

That ADP Committee adopt the Regular Committee meeting agenda of September 18, 2024.

CARRIED

3. ADOPTION OF MINUTES

Moved By J. Oprsal

Seconded By M. Barsevkis

That ADP Committee adopt the Regular Committee meeting minutes of August 21, 2024.

CARRIED

4. COUNCIL UPDATE

Councilor Murl informed that he is currently at UBCM and will give updates at the next meeting.

5. PRESENTATIONS AND DELEGATIONS

**5.1 DP001993: 4573 Chateau Blvd – Glacier Lodge
1st Review**

D. Skalski invited RMOW Planning Analyst B. McCrady to introduce the application. B. McCrady explained the project as follows:

Received application on behalf of the Glacier Lodge; looking to repair to the waterproofing membrane for the underground parking structure. Alterations are proposed to the building base and public realm - streetscape elements including the landscape planters along the stroll, the walkway surfaces under the covered walkway of the building, the lower 60cm cladding around the entire building perimeter and the vegetation and landscape planters. Staff have noted some inconsistencies with the applicable Whistler Village Development Permit guidelines.

B. McCrady invited the applicant representative, T. Barrat, to present the proposal and scope of work. The applicant advised on the following:

The underground parking structure requires repair of the waterproof membrane. Rainwater runs off the top of the pony wall, then sits and soaks into the building.

The planter is on top of the underground parking structure, and will need to be removed to do the work. The overgrown trees in the planter are rootbound.

New paver blocks with metal edge, drain mat underneath; drain rock.

The existing planters will be replaced with a pre-fabricated steel planter, more drain rock proposed so water flows to existing drains. The steel can be black; doesn't have to be rusty; the planter wall will disappear like a black bookshelf. The wood seating is elegant and inviting. The existing planters "concrete cap" is ugly, this proposal provides more space for planting.

A steel snow guard will replace the former pony wall; it will be cleaner look, enabling more light into the covered walkway.

Planters are much lighter than the current concrete walls, which is good for the longevity of the building; easy to install, easy to remove, as slab repairs are only guaranteed for 30 years.

B. Lee, building envelope engineer, provided comments on the membrane. The new design will be easy to remove and replace to access the membrane for future repairs.

The Panel offered comments as follows:

Materials, colour, and detail

1. While a noted departure from existing Whistler aesthetics, the Panel supports the proposal and materiality in this location, and believes it is an improvement in terms of urban design character as the existing stone is dated and does not add to the public realm.
2. Concern that corten steel will leach and stain the pavers.
3. Cautioned to address potential for differential settlement causing rocking of the corten steel.
4. Landscape May have to mound up soil around proposed trees to obtain Canadian Landscape Standard for soil depth.
5. Concern with drain rock being freely movable, hazard concern; suggest using binder aggregate to provide permeable surface.
6. Consider benches on the inside to improve the pedestrian shopping experience.

Accessibility and mobility

1. Ensure enough space for wheelchairs to maneuver between the round planters and new planters.

The Chair summarized the comments, and the committee supported the following resolution:

That the ADP **supports** the proposal of DP001993 and requests that the applicant addresses comments noted respecting material, colour, details, landscape and accessibility with staff. The Advisory Design Panel **does not request** to see the proposal again.

Moved By C. Inglis

Seconded By J. Oprsal

CARRIED

6. OTHER BUSINESS

6.1 Update on Development Proposals

There were no development proposals brought forward to Council since the last committee meeting.

7. TERMINATION

Moved By C. Inglis

Seconded By M. Barsevskis

That the Advisory Design Panel Committee terminate the Regular Committee Meeting of September 18, 2024.

CARRIED

Chair, D. Skalski 

Monica Urbani
Acting Recording Secretary, M. Urbani



**REGULAR MEETING OF
CLIMATE ACTION AND ENVIRONMENT COMMITTEE
MINUTES**

Wednesday, November 06, 2024, 2:30 p.m. – 4:00 p.m.
Meeting Room Flute and Microsoft Webinar

For information on how to participate: <http://www.whistler.ca/municipal-gov/committees/climate-action-and-environment-committee/>

	Mtgs: YTD (#)
PRESENT: Councillor and Chair, A. De Jong	1
Mayor, J. Crompton	1
Councillor, J. Ford	1
RMOW Chief Administrative Officer, V. Cullen	1
RMOW General Manager of Infrastructure Services, J. Hallisey	1
AWARE Executive Director, P. Pourkarimi	1
Whistler Blackcomb, Base Area Operations Senior Director, K. Roddick	1
Member-at-Large, F. Savage	1
Member-at-Large, C. Godbout-Gauthier	1
Member-at-Large, A. Lord	1
Member-at-Large, C. Ruddy	1
Member-at-Large, M. Shorter	1
Youth representative, A. Mellor	1
RMOW Manager, Climate and Environment, Staff Liaison, L. Burhenne	1
Recording Secretary, D. Taveira	1
ABSENT: Lil'wat Nation, Director of Lands Resources, C. Gonzalez	0

1. CALL TO ORDER

Chair A. De Jong 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 A. Mellor

Seconded By M. Shorter

That Climate Action and Environment Committee adopt the Regular Committee Meeting agenda of Wednesday, November 06, 2024.

CARRIED

3. INTRODUCTION & WELCOME (20 MINUTES)

Chair A. De Jong introduced the new committee and members. The meeting began with an icebreaker for each individual to share their reasons for participating on this committee.

Kate Roddick entered the meeting at 2:47pm

4. PRESENTATIONS AND DELEGATIONS

4.1 Review of Committee Purpose and Desired Outcomes (30 mins)

Chair De Jong gave an overview of the Terms of Reference

- the aim of this committee is to focus on high level policy and strategy, advance Council priorities, provide advice and recommendations to Council, help solve complex through collaboration, engage subject-matter experts, and collect community perspective. The committee supports and advises on proposed climate policy and strategies on Whistlers Climate Action Plans including Six Big Moves and three adaptation goals, the Community Wildfire Resiliency Plan (CWRP) and wildfire mitigation work, Transportation related policy and strategy that requires integration, collaboration, and public engagement, and those that protect, support and increase the resilience of local ecosystems, natural ecosystems, natural assets and biodiversity.

Jen Ford left the meeting at 3:01pm

- we are streamlining committees at this time to make them more efficient and to better align with council priorities, Housing and Strategy, Smart Tourism, and Climate Action and Environment.

4.2 Whistler Climate Action and Environment overview and update (30 mins)

RMOW Manager, Climate and Environment, Staff Liaison, L. Burhenne presented a Big Moves Strategy overview about the Climate Action Implementation Plan and 2025 Initiatives. Slides from the presentation will be included in a separate attachment to committee members.

Take home / homework question:

Looking forward to the end of 2025 and beyond, what do you think success for this committee looks like. What do you think we will have achieved? What are you hoping to achieve in this committee?

(Email answers to be sent to the recording secretary - dtaveira@whistler.ca)

Discussion around land use planning to account for priority habitat and incentivizing behavior change to achieve climate goals.

Discussion around best use of committee expertise towards achieving Big Moves goals followed by member comments and questions regarding transportation initiatives and alignment on reducing GHG emissions from passenger vehicles.

CAO summary – we expect this committee will review barriers to emerging and planning Big Moves strategy, review the barriers to the active transportation plan, discuss how we accelerate progress on climate action within the community, where does the RMOW have agency and where does it not so that we are all clear, where do we need to inspire action.

Request was made by the committee to provide a reference list for onboarding and comprehensive background information on municipal plans, strategies, and initiatives related to climate and environment. Staff agreed to send an onboarding package with links to all relevant strategies and plan.

5. OTHER BUSINESS

5.1 Meeting cadence for 2025 (5 mins)

Discussion about meeting cadence with proposed Dates for 2025:

February, May, September, and November

5.2 Appointment Vice Chair (5 mins)

That the Climate Action and Environment Committee appoint Councilor Jen Ford as Vice Chair to the Committee

Moved By C. Ruddy

Seconded By F. Savage

CARRIED

6. TERMINATION

Moved By J. Crompton

Seconded By M. Shorter

That the Climate Action and Environment Committee terminate the Regular Committee Meeting of Wednesday, November 06, 2024, at 4:01 p.m.

CARRIED



Chair, A. De Jong



Recording Secretary, D. Taveira



MINUTES

REGULAR MEETING OF BOARD OF VARIANCE COMMITTEE
MONDAY, JULY 29, 2024, STARTING AT 5:30 P.M.

Remote Meeting
Held via Microsoft Teams – Link available at:
[Board of Variance | Resort Municipality of Whistler](#)

BOARD PRESENT	Meetings attended since appointment
S. Olnier	1/1
R. Williamson	6/6
J. Cooper, Chair	8/10
STAFF PRESENT	
Planner, L. Clarke	N/A
Recording Secretary, L. Bourdon	N/A
PUBLIC PRESENT	
G. Perry, (authorized applicant) BOV00235 5145 Old Gravel Road	N/A
S. Martin, (authorized applicant) BOV00235 5145 Old Gravel Road	N/A

CALL TO ORDER

RMOW Planner, L. Clarke recognized the Resort Municipality of Whistler is grateful to be on the shared, unceded territory of the Lilwat People, known in their language as Lilwat7úl, 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.

ADOPTION OF AGENDA

Moved by: R. Williamson
Seconded by: S. Olnier

That the Board of Variance Committee adopt the Agenda of July 29, 2024 as presented.

CARRIED

ADOPTION OF MINUTES

Moved by: R. Williamson
Seconded by: S. Olnier

That the Board of Variance Committee adopt the Committee Minutes of March 25, 2024 as presented.

CARRIED

APPLICATION

BOV00235
5145 Old Gravel Rd

The owners of 5145 Old Gravel Road are requesting two variances to "Zoning and Parking Bylaw No. 303, 2015" as described below:

1. Vary the north side setback from 3.0 metres to 0.35 metres for an auxiliary electrical building meeting Part 5, section 4 of the Zoning Bylaw (maximum 5 metres in height); and
2. Vary the front setback from 7.6 metres to 4.72 metres for an auxiliary electrical building;

as illustrated on the Architectural Plan A1.02, dated June 27, 2024, prepared by Open Space Architecture and Architectural Plans BOV-01, BOV-02, BOV-03 and BOV-04 dated July 04, 2024, prepared by CBN Enterprises Ltd.

RMOW Planner L. Clarke introduced the application, confirmed that public engagement has been completed in accordance with the Local Government Act (LGA), and confirmed that two letters of support from neighboring property owners (5213 Jordan Lane and 5142 Raven Lane) were received related to this application before the deadline of 4:30 p.m. on July 29, 2024. The letters have been circulated to the Board members, the authorized applicants and the owners.

The authorized applicant G. Perry commented on the following hardship:

1. Irregular shape, topography and main vehicle access of the lot.
2. Alternative locations were explored, but the proposed location is the only available option for the auxiliary electrical building because it must be located on the lot and follow the parking requirements and BC Hydro requirements for a 600A service on a private property.
3. The dwelling requires a 600A electrical service as there is no gas line along Old Gravel Road and propane usage has been eliminated on the lot. The dwelling has been designed to exceed the minimum BC Energy Step Code requirements, to minimize electrical usage and to offset the carbon footprint.

The Board members J. Cooper, S. Olnier and R. Williamson found that as per LGA S.542(1), the variances are minor and, as per LGA S.542(1)(b), undue hardship would be caused to the applicant if the bylaw is complied with due to the physical site characteristics, existing development on the lot, BC Building Code requirements and BC Hydro requirements. Further, they were of the opinion that the variances don't do any of the following listed in LGA S.542(1)(c)(i)-(vi). As such, all members of the Board are in favor of approving this variance application.

Moved by: R. Williamson

Seconded by: S. Olnier

That the following minor variances be approved:

1. Vary the north side setback from 3.0 metres to 0.35 metres for an auxiliary electrical building meeting Part 5, section 4 of the Zoning Bylaw (maximum 5 metres in height); and
2. Vary the front setback from 7.6 metres to 4.72 metres for an auxiliary electrical building;

as illustrated on the Architectural Plan A1.02, dated June 27, 2024, prepared by Open Space Architecture and Architectural Plans BOV-01, BOV-02, BOV-03 and BOV-04 dated July 04, 2024, prepared by CBN Enterprises Ltd.

CARRIED

OTHER BUSINESS

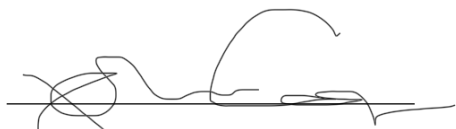
There were no items of Other Business.

TERMINATION

Moved by: R. Williamson
Seconded by: S. Olnier

That the Board of Variance Committee meeting of July 29, 2024 be terminated at 5:47 p.m.

CARRIED



Chair, John Cooper



Recording Secretary, Laurie-Anne Bourdon



**REGULAR MEETING OF
EMERGENCY PLANNING COMMITTEE
MINUTES**

Tuesday, October 29, 2024, 11:00 a.m.
Flute Room at Municipal Hall
4325 Blackcomb Way, Whistler, BC V8E 0X5

PRESENT:

- School District #48 Representative, I. Currie
- BC Ambulance Service Representative, K. Budway
- Mayor, J. Crompton
- RMOW Manager Protective Services, L. DeBou
- Whistler Transit Ltd. Representative, C. Gomez
- Vancouver Coastal Health Representative, Dr. M Khaketla
- RCMP Staff Sergeant, S. Banks
- RMOW Emergency Social Services Coordinator, K. Hannah
- RMOW Emergency Program Coordinator, B. Manson
- RMOW General Manager Infrastructure Services, J. Hallisey
- RMOW General Manager Community Engagement & Cultural Services, K. Elliott
- RMOW Councilor, J. Ford
- RCMP Sargeant SO, N. Miller

ABSENT:

- Whistler Search and Rescue Society Representative, T. DelBosco
- Whistler Blackcomb Representative, J. Lawther
- RMOW General Manager Corporate Services and Public Safety, T. Battiston
- RMOW Chief Administrative Officer, V. Cullen
- RMOW Fire Chief, T. Doherty
- Blackcomb Helicopters Representative, D. Marcoux
- Whistler Transit Ltd. Representative, K. Candilaptis

1. CALL TO ORDER

Mayor J. Crompton recognized the Resort Municipality of Whistler is grateful to be on the shared, unceded territory of the Lilwat People, known in their language as Lilwat7úl, and the Squamish People, known in their language as Sk̓w̓xwú7mesh. We respect and commit to a deep consideration of their history, culture, stewardship and voice.

3. ADOPTION OF AGENDA

Moved By RMOW General Manager
Infrastructure Services, J. Hallisey

Seconded By RCMP Staff Sergeant, S. Banks

That Emergency Planning Committee adopt the Regular Committee Meeting agenda of October 29 2024.

CARRIED

3. ADOPTION OF MINUTES

Moved By RCMP Staff Sergeant, S. Banks

Seconded By RMOW General Manager
Infrastructure Services, J. Hallisey

That Emergency Planning Committee adopt the Regular Committee Meeting minutes of July 30 2024.

CARRIED

4. PRESENTATIONS AND DELEGATIONS

4.1 Review of Emergency Events in the Province and Persistent Hazards for the RMOW

B. Manson provided a presentation on the review of emergency events in the Province and persistent hazards for the RMOW as follows:

This summer the closest significant fire was the 67 HA Rutherford Creek fire and another large fire at Birkenhead Lake. The number of fires in 2024 was 1606 which is lower than the 2259 in 2023. The SLRD did some just-in-time FireSmart work for homes in the evacuation alert area at the Birkenhead Lake Fire. Homes are more resilient when they go through the FireSmart process.

The image from the Jasper Skytram shows most of the damage near the west end was likely caused from embers. J. Hallisey asked if there is data on who stayed behind (i.e. utility teams); will be looked into. B. Manson noted that the RCMP completed a second round of door knocking to capture those that did not evacuate. J. Crompton asked if there is an after-action report with this information; not available yet. B. Manson notes that Jasper did an excellent job with their evacuation. S. Banks noted that the RCMP left Jasper and only left Fire Crews.

In the Province, the historical number of annual fires has been decreasing. The area burned by the fires has been going up and in 2024 the fourth largest area was burned and most was in the Prince George region which impacted fewer areas with structures.

EMCR inquired the RMOW capacity of group lodging during the slide.

Over the Summer, the drought conditions did rise to level 3 on the provincial scale, but have returned to 0. The annual precipitation of around 800mm for the year was lower than average.

The recent atmospheric river brought extreme rainfall totals to portions of Vancouver Island and the Lower Mainland, leading to road washouts and significant flooding.

4.2 ESS Report

K. Hannah gave an update and refresher on the Emergency Support Service (ESS) program. The program is financed by the provincial government and administered by Indigenous communities and local governments. The RMOW contracts out the Canadian Red Cross to provide support and access to CRC volunteers to support the RMOW ESS program. ESS may be offered to an evacuee for a short period of time if they meet the eligibility requirements (i.e. displaced from their primary residence and in evacuation area). Support is provided to those eligible on a case by case basis. ESS level One is generally a single house fire. A level is up to an part

J. Crompton inquired what virtual support includes. K. Hannah informed this is generally only for level one such as a house fire when Group Lodging is not required. The support includes assisting people over the phone as the RMOW contracts the CRC out and they provide after hours support through their Duty Line which generally only offers remote ESS support.

Since last EPC Meeting ESS Presentation in May:

- Three ESS Meetings have been held with the CRC staff and volunteers, DOS, VOP and the SLRD. Focus on Wildfire Season preparation, supply organization & further ERA training updates. With a focus on collaboration throughout the region.
- Support was provided over the summer to SLRD & VOP regarding scale of ESS activations and training. Helped to train VOP's new ESS Coordinator on ESS

Gables Fire on September 25th: ESS provided onsite support to six evacuees at the scene, a small-scale Reception Centre was stood up at Municipal Hall which provided in person support to evacuees.

- In the spring the ESS Coordinator Trained 20 RMOW staff on ESS. Of those staff 11 were interested in becoming responders and were then trained to be RMOW ESS responders. This includes training each staff member individually on ERA (online platform use for registering and referrals for evacuees)
- Preparation for Wildfire Season further organization of ESS supplies in the ESS trailer, Sea Can, Reception Centre Supplies at Myrtle Philip and Group Lodging Supplies at Spring Creek. This involved integrating new Group Lodging and technology supplies ordered through the 2024 ESS Grant.
- Whistler Firefighter ESS Refreshers Training in progress by ESS Coordinator with the goal to do a similar training for RCMP officers next
- In June of 2024 a **new self-service registration pathway for evacuees** was created by EMCR that is accessible on ERA.

- UBCM has increased the ESS grant maximum from \$25,000 to \$40,000 which will include Air Scrubbers & Air Curtains to be used at Reception Centres (RC), Group Lodging (GL)Facilities & the Library. This will allow for safer activation of these resources during times when we are experiencing wildfire smoke.

4.3 EPC Report

The EOC grant the RMOW received included the purchase of Starlink, vests for the EOC, computers and portable displays to support emergency responses. The RMOW was selected to host the JIBC Community Evacuation course and 11 RMOW staff attended. There are plans to host a Mass Casualty Incident table top exercise. The RMOW Sharepoint web portal is in progress to improve digitizing EOC operations.

The next grant deadline for the UMBC EOC grant is due February 2025. The potential items will include print and materials to support Whistler Alert, training and signage.

There are eight EOC priorities and it is being suggested to include cultural values as recognition and to support the new EDMA legislation.

The RMOW training plan includes a list of who is required to complete each training. B. Manson made an inquiry how to encourage more people to take emergency management courses. K. Hannah mentioned that some pre-requests can be a challenge that we could give feedback to the JIBC. There was a group discussion to consider offering EOC Essentials in house to reduce the barrier for staff to take other courses.

5. OTHER BUSINESS

Discussion on the District of Squamish Active Threat exercise that could be of interest to the RMOW to consider a similar training exercise.

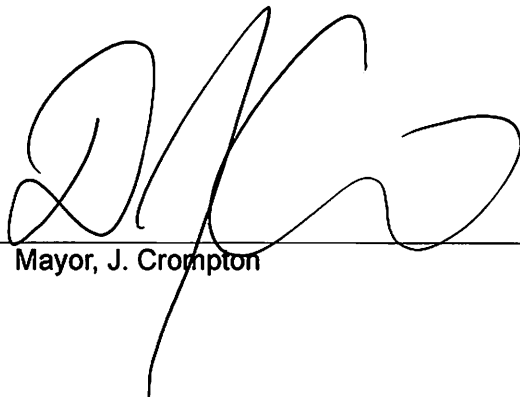
6. TERMINATION

Moved By RMOW Manager Protective Services, L. DeBou

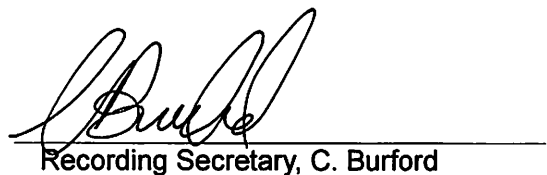
Seconded By RMOW Emergency Social Services Coordinator, K. Hannah

That Emergency Planning Committee terminate the Regular Committee Meeting of October 29 2024.

CARRIED



Mayor, J. Crompton



Recording Secretary, C. Burford

RESORT MUNICIPALITY OF WHISTLER
ZONING AMENDMENT BYLAW (SMALL-SCALE MULTI-UNIT HOUSING UPDATES) NO.
2461, 2024

A BYLAW TO AMEND THE RESORT MUNICIPALITY OF WHISTLER ZONING AND
PARKING BYLAW NO. 303, 2015

WHEREAS s. 481.3 of the *Local Government Act* (Act) requires the Municipality to exercise its zoning powers under s. 479 of the Act to permit small-scale multi-unit housing in certain zones; and

WHEREAS the Council has amended Zoning and Parking Bylaw No. 303, 2015 to comply with s. 481.3 and wishes to further amend the bylaw to improve on the previous amendments, and

WHEREAS s. 464(4) of the Act prohibits the holding of a public hearing on a zoning amendment bylaw proposed for the sole purpose of complying with s. 481.3;

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 “Zoning Amendment Bylaw (Small-Scale Multi-Unit Housing Updates) No. 2461, 2024”.

ZONING BYLAW AMENDMENTS

2. Part 5 of “Zoning and Parking Bylaw No. 303, 2015” is amended by deleting Section 35 and replacing it with the regulations attached to and forming part of this Bylaw as Schedule A.
3. 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, SECOND AND THIRD READINGS this ___ day of _____, 2025.

ADOPTED by the Council this ___ day of _____, 2025.

Jack Crompton,
Mayor

Pauline Lysaght,
Corporate Officer

I HEREBY CERTIFY that this is a true copy
of Zoning Amendment Bylaw (Small-Scale
Multi-Unit Housing Updates) No. 2461,
2024.

SCHEDULE A

PART 5 – GENERAL REGULATIONS

35. SMALL-SCALE MULTI-UNIT HOUSING

- (1) In this Section,

“residential rental tenure” means the occupancy of a dwelling unit as a principal residence in which the occupant continuously resides, pursuant to the terms of a residential tenancy agreement governed by the *Residential Tenancy Act*.

“employee housing agreement” means a housing agreement with the Municipality in the form of Schedule “T”.
- (2) This Section applies, despite any other provision in this Bylaw, to any parcel of land in any zone on which this bylaw limits residential development to:
 - (a) only the construction and use on the parcel of a detached dwelling;
 - (b) only the construction and use on the parcel of a detached dwelling and an auxiliary residential dwelling unit;
 - (c) only the construction and use on the parcel of a detached dwelling and two auxiliary residential dwelling units; or
 - (d) only the construction and use on the parcel of a duplex dwelling, or a duplex dwelling with an auxiliary residential dwelling unit.
- (3) If this Bylaw permits on any parcel only the construction and use of a detached dwelling, the permitted uses include the construction and use of an auxiliary residential dwelling unit within the detached dwelling or in an auxiliary building.
- (4) If a regulation in this Bylaw establishes a sewer service requirement in respect of an auxiliary residential dwelling unit, such a unit is permitted regardless of the unavailability of community sewer service.
- (5) If a parcel to which this Section applies:
 - (a) is not within a transit-oriented area as defined in the *Local Government Act*;
 - (b) is serviced by municipal water and sewer systems;
 - (c) is wholly or partly within the Whistler Urban Development Containment Area identified in Schedule A to Official Community Plan Bylaw No. 2199, 2018, the boundary of which is illustrated in Figure 5-H;
 - (d) has an area of 4,050 m² or less; and
 - (e) is not in a zone in respect of which the minimum parcel area for subdivision specified in this Bylaw is 4,050 m² or more, a total of three dwelling units are permitted on the parcel if it has an area of 280 m² or less and a total of four dwelling units are permitted if the parcel has an area greater than 280 m².
- (6) Residential development permitted by this Section may be any combination of detached dwellings, duplex dwellings, auxiliary residential dwelling units and apartment or townhouse buildings, comprising in the aggregate not more than the total number of dwelling units permitted, and the dwelling units may be located in no more than two buildings.

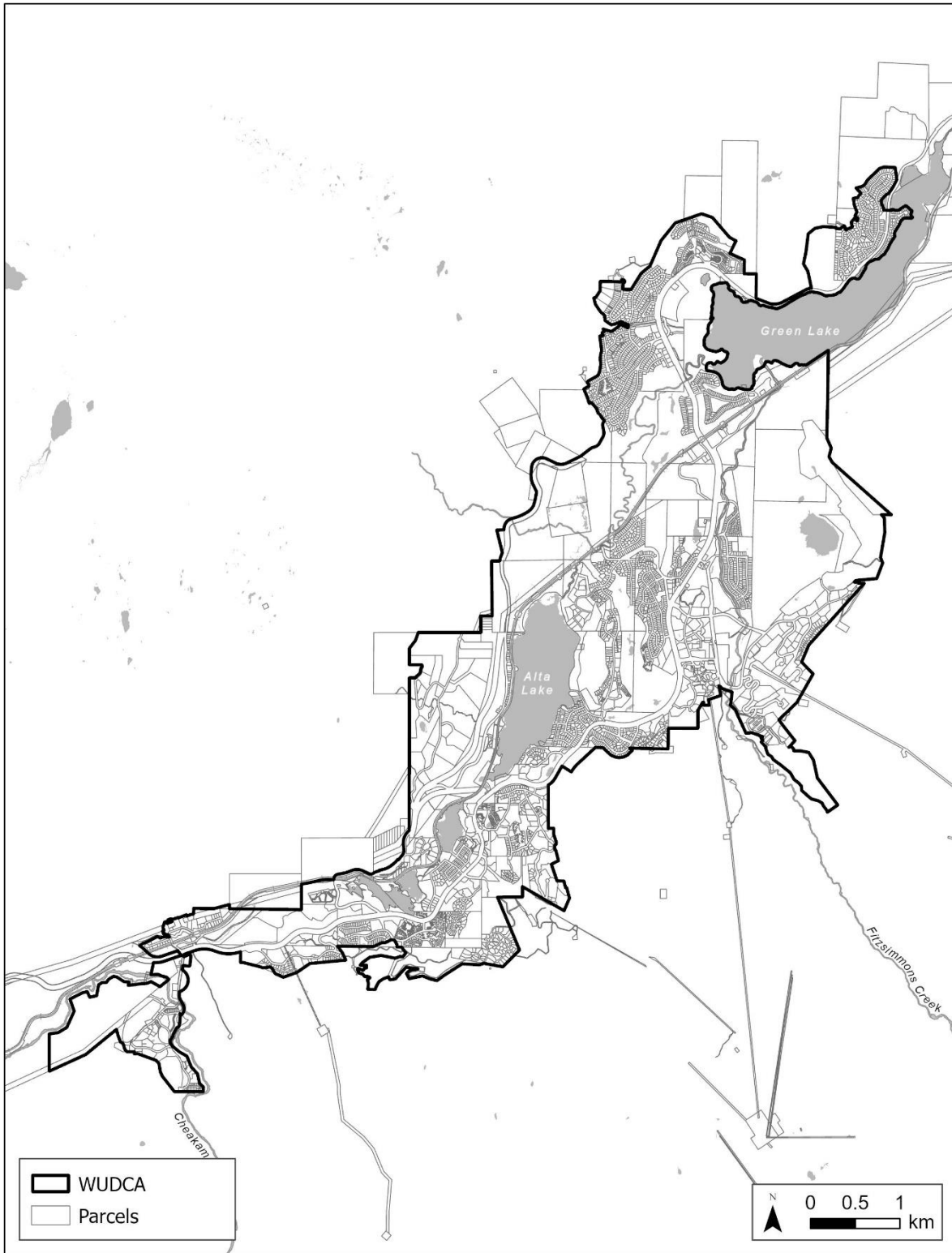
- (7) Subject to subsection (8), (9) and (10), the maximum gross floor area permitted on a parcel to which this Section applies is the maximum provided under the zone regulations that apply to the parcel.
- (8) The maximum permitted gross floor area for a parcel in the RS1, RI1, RS2 and RS4 zones is a floor space ratio of 0.40 or 511 square metres, whichever figure is lower, irrespective of site dimensions, if at the time the gross floor area is calculated for the purpose of issuing a building permit the proposed development of the parcel includes the construction of either three or four dwelling units as permitted by this Section.
- (9) The maximum permitted gross floor area for a parcel in the RT2 zone is a floor space ratio of 0.40 or 511 square metres, whichever figure is lower, irrespective of site dimensions, if at the time the gross floor area is calculated for the purpose of issuing a building permit the proposed development of the parcel includes the construction of either three or four dwelling units as permitted by this Section.
- (10) The maximum permitted gross floor area for a parcel in the RT1 and RT6 zones is a floor space ratio of 0.45 or 511 square metres, whichever figure is lower, irrespective of site dimensions, if at the time the gross floor area is calculated for the purpose of issuing a building permit the proposed development of the parcel includes the construction of either three or four dwelling units as permitted by this Section.
- (11) The gross floor area referenced in subsections (7), (8), (9) and (10) may be distributed in any proportion among the dwelling units and any auxiliary buildings that are permitted on the parcel by this Bylaw, provided that:
 - (a) the gross floor area of any auxiliary residential dwelling unit that is located within a detached dwelling shall not exceed 40% of the gross floor area of the detached dwelling;
 - (b) the gross floor area of any auxiliary residential dwelling unit that is located within a dwelling unit in a duplex dwelling shall not exceed 40% of the gross floor area of the dwelling unit in the duplex dwelling; and
 - (c) the gross floor area of any residential dwelling unit is in no case less than 32.5 square metres.
- (12) The gross floor area exclusions in Section 26(1)(a) of this Part apply to all residential buildings permitted by this Section.
- (13) For the purposes of parking area exclusions under Section 26(1)(a)(v) of this Part, the maximum permitted floor areas that may be excluded are as follows:
 - (a) up to 70 square metres per parcel if two dwelling units are proposed to be constructed pursuant to this Section;
 - (b) up to 87.5 square metres per parcel if three dwelling units are proposed to be constructed pursuant to this Section; and
 - (c) up to 105 square metres per parcel if four dwelling units are proposed to be constructed pursuant to this Section.
- (14) The minimum side setback specified for the RS1, RS2, RS4, RI1, RT1, RT2 and RT6 zones is 3 metres if at the time the setback is measured for the purpose of issuing a building permit the proposed development of the parcel includes the construction of

either three or four dwelling units as permitted by this Section.

- (15) If at the time the parking space requirements in Part 6 are calculated for any parcel for the purpose of issuing a building permit the proposed development of the parcel includes the construction of either three or four dwelling units as permitted by this Section, the minimum number of parking spaces required is one space per dwelling unit and the maximum number of spaces that may be constructed on a parcel is six, and the parking spaces may be laid out in any manner provided that each parking space has access from a highway either directly or through not more than one other parking space and the parking spaces comply with the standards in Part 6.
- (16) Where this Section permits on any parcel, and the owner constructs, a second detached dwelling or a duplex dwelling that would not otherwise be permitted by this Bylaw, the form of tenure of at least one of the dwelling units must be residential rental tenure.
- (17) Where this Section permits on any parcel, and the owner constructs, three dwelling units, the form of tenure of at least one of the three dwelling units must be residential rental tenure.
- (18) Where this Section permits on any parcel, and the owner constructs, four dwelling units, the form of tenure of at least two of the four dwelling units must be residential rental tenure.
- (19) Dwelling units whose occupancy is required to be restricted to residential rental tenure under any of subsections (16), (17) or (18) must be indicated as such on the owner's building permit application.
- (20) The Municipality may require the owner of any parcel in respect of which this Section limits the form of tenure to residential rental tenure to provide a statutory declaration, not more than once in any calendar year, in which the owner declares that the number of dwelling units restricted by this Section to residential rental tenure have, during the entire previous 12-month period, been occupied only pursuant to a residential tenancy agreement governed by the *Residential Tenancy Act*.
- (21) Where this Section permits on any parcel a detached dwelling or a duplex dwelling that would not otherwise be permitted by this Bylaw, the dwelling may be subdivided under the *Strata Property Act* or the *Land Title Act* provided that the owner enters into an employee housing agreement with the Municipality, in respect of at least one of the detached dwellings on the parcel or at least one of the dwelling units in the duplex dwelling, as the case may be.
- (22) Multi-unit residential buildings permitted by this Section may be subdivided under the *Strata Property Act* or the *Land Title Act* provided that the owner enters into an employee housing agreement with the Municipality, in respect of at least the number of dwelling units whose occupancy is restricted to residential rental tenure under this Section.
- (23) This Section shall not be interpreted or applied to increase the number of dwelling units on any parcel of land that may be used as tourist accommodation, over the number that would otherwise be permitted by this Bylaw.

- (24) Development that is permitted by this Section is exempt from the requirement to obtain a development permit for establishment of objectives for the form and character of intensive residential development and for establishment of objectives for the form and character of multi-family residential development.
- (25) Notwithstanding Part 5, Section 28, development that is permitted by this Section is required to obtain a development permit if any part of the parcel of land that is the subject of the proposed development is within a development permit area for the protection of riparian ecosystems, protection of sensitive ecosystems or wildfire protection.
- (26) Parcels in the RI1 zone may, at the owner's option, be developed entirely in accordance with the regulations in that zone or entirely in accordance with the regulations in this Section.

Figure 5-H: Whistler Urban Development Containment Area



RESORT MUNICIPALITY OF WHISTLER
ZONING AMENDMENT BYLAW (SMALL-SCALE MULTI-UNIT HOUSING ACCOMPANYING
UPDATES) NO. 2463, 2024

A BYLAW TO AMEND THE RESORT MUNICIPALITY OF WHISTLER ZONING AND
PARKING BYLAW NO. 303, 2015

WHEREAS the Council has amended “Zoning and Parking Bylaw No. 303, 2015” (Bylaw) to permit small-scale multi-family housing in certain zones; and

WHEREAS the Council wishes to further amend the Bylaw to ensure consistency between the regulations for small-scale multi-unit housing and related regulations previously included in the Bylaw; and

WHEREAS the Council has determined that “Zoning Amendment Bylaw (Small-Scale Multi-Unit Housing Accompanying Updates) No. 2463, 2024” is consistent with the Resort Municipality’s Official Community Plan;

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 “Zoning Amendment Bylaw (Small-Scale Multi-Unit Housing Accompanying Updates) No. 2463, 2024”.

ZONING BYLAW AMENDMENTS

2. Part 4 of Zoning and Parking Bylaw No. 303, 2015 is amended by adding to Section 1 the following subsection:

“(10) No person shall fail to provide to the Municipality any statutory declaration that this Bylaw authorizes the Municipality to require, within the time specified by the Municipality when making the requirement, or fail to provide all of the information required by the declaration.”

3. Part 12 of Zoning and Parking Bylaw No. 303, 2015 is further amended as follows:

- a) in Section 1 (RS1 zone regulations) subsection (6) by substituting the phrase “in the form of Schedule “T”” for the words “the terms of which shall be the Municipality’s standard charge terms for employee housing covenants as of the date on which the building permit is issued”;
- b) in Section 2 (RS2 zone regulations) subsection (6) by substituting the phrase “in the form of Schedule “T”” for the words “the terms of which shall be the Municipality’s standard charge terms for employee housing covenants as of the date on which the building permit is issued”;
- c) in Section 5 (RS3 zone regulations) subsection (5) by substituting the phrase “in the form of Schedule “T”” for the words “the terms of which shall be the Municipality’s standard charge terms for employee housing covenants as of the

- date on which the building permit is issued”;
 - d) in Section 35 (RS-E2 zone regulations) paragraph (8)(a) by substituting the phrase “in the form of Schedule “T”” for the words “registered in favour of the Resort Municipality (in priority to any financial charges) under Section 219 of the *Land Title Act*”;
 - e) in Section 38 (RS-E5 zone regulations) paragraph (6)(a) by substituting the phrase “in the form of Schedule “T”” for the words “the terms of which shall be the Municipality’s standard charge terms for employee housing covenants as of the date on which the building permit is issued”;
 - f) in Section 40 (RTA-C1 zone regulations) subsection (9) by substituting the phrase “for the bonus density in the form of Schedule “T”” for the words “for this bonus density requiring employee use and rental rates in the form of Schedule “O””; and
 - g) in Section 25 (PART 5) subsection (1) by substituting the phrase “in the form of Schedule “T”” for the words “the terms of which shall be the Municipality’s standard charge terms for employee housing covenants as of the date on which the subdivision application is made”.
- 4. Part 13 of Zoning and Parking Bylaw No. 303, 2015 is further amended in Section 71by:
 - a) deleting “and” at the end of subsection (2)(b), replacing the period at the end of subsection (2)(c) with “; and”, and adding as subsection 2(d) “auxiliary residential dwelling unit provided that it is contained within a one-half duplex dwelling and provided further that the form of tenure for the auxiliary residential dwelling unit must be residential rental tenure as defined under Part 5 Section 35 subsection (1);
 - b) Replacing subsection (15) with the following:

“(15) Off-street parking and loading spaces shall be provided and maintained in accordance with the regulations contained in Part 6 of this Bylaw, but despite any regulation in this Bylaw to the contrary:

 - (a) parking spaces required in respect of the use of a parcel within a bare land strata plan may be located on strata roads within the same strata plan; and,
 - (b) the minimum number of off-street parking spaces for a one-half duplex dwelling containing an auxiliary residential dwelling unit is two.
 - c) inserting the following as a new subsection (18) and renumbering the existing subsection (18) to (19):

“(18) the Municipality may require the owner of an auxiliary residential dwelling unit in a one-half duplex dwelling to provide a statutory declaration, not more than once in any calendar year, in which the owner declares that the auxiliary residential dwelling unit has, during the entire previous 12-month period, been occupied only pursuant to a residential tenancy agreement governed by the *Residential Tenancy Act*.”
- 5. 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, SECOND AND THIRD READINGS this ___ day of _____, 2025.

ADOPTED by the Council this ___ day of _____, 2025.

Jack Crompton,
Mayor

Pauline Lysaght,
Corporate Officer

I HEREBY CERTIFY that this is a true copy
of "Zoning Amendment Bylaw (Small-Scale
Multi-Unit Housing Accompanying Updates)
No. 2463, 2024".

RESORT MUNICIPALITY OF WHISTLER

**MUNICIPAL TICKET INFORMATION SYSTEM IMPLEMENTATION
AMENDMENT BYLAW (STATUTORY DECLARATIONS) NO. 2466, 2025**

**A BYLAW TO AMEND THE MUNICIPAL TICKET INFORMATION SYSTEM
IMPLEMENTATION BYLAW NO. 1719, 2005**

WHEREAS the Council has adopted “Municipal Ticket Information System Implementation Bylaw No. 1719, 2005”;

AND WHEREAS the Council deems it necessary and expedient to amend the Resort Municipality of Whistler “Municipal Ticket Information System Implementation Bylaw No. 1719, 2005”;

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 the Resort Municipality of Whistler “Municipal Ticket Information System Implementation Amendment Bylaw (Statutory Declarations) No. 2466, 2025”.

AMENDMENTS

2. "Municipal Ticket Information System Implementation Bylaw No. 1719, 2005", as it relates to the enforcement of the Zoning and Parking Bylaw No. 303, 2015, is amended by adding the following rows to Schedule B15:

Designated Expression	Zoning Bylaw Reference	Fine
Fail to provide statutory declaration within time required	1(10) of Part 4	3000
Fail to provide required information on statutory declaration	1(10) of Part 4	3000

GIVEN FIRST, SECOND and THIRD READINGS this ___ day of _____, 2025.

ADOPTED this ____ day of _____, 2025.

J. Crompton,
Mayor

P. Lysaght,
Corporate Officer

I HEREBY CERTIFY that this is a true copy of " Municipal Ticket Information System Implementation Amendment Bylaw (Statutory Declarations) No. 2466, 2025"

RESORT MUNICIPALITY OF WHISTLER

BYLAW NOTICE ENFORCEMENT AMENDMENT BYLAW (STATUTORY DECLARATIONS) NO. 2467, 2025

A BYLAW TO AMEND THE BYLAW NOTICE ENFORCEMENT BYLAW NO. 2174, 2018

WHEREAS the Council has adopted “Bylaw Notice Enforcement Bylaw No. 2174, 2018”;

AND WHEREAS the Council deems it necessary and expedient to amend the Resort Municipality of Whistler “Bylaw Notice Enforcement Bylaw No. 2174, 2018”;

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 the Resort Municipality of Whistler “Bylaw Notice Enforcement Amendment Bylaw (Statutory Declarations) No. 2467, 2025”.

AMENDMENTS

2. "Bylaw Notice Enforcement Bylaw No. 2174, 2018", as it relates to the enforcement of the Zoning and Parking Bylaw No. 303, 2015, is amended by adding the following rows to Schedule A:

Zoning and Parking Bylaw No. 303, 2015

Designated Expression	Section	Discounted Penalty	Penalty	Compliance Agreement Available
Fail to provide statutory declaration within time required	1(10) of Part 4	500	500	NO
Fail to provide required information on statutory declaration	1(10) of Part 4	500	500	NO

GIVEN FIRST, SECOND and THIRD READINGS this ____ day of _____, 2025.

ADOPTED this ____ day of _____, 2025.

J. Crompton,
Mayor

P. Lysaght,
Corporate Officer

I HEREBY CERTIFY that this is a true copy of "Bylaw Notice Enforcement Amendment Bylaw (Statutory Declaration) No. 2467, 2025"

RESORT MUNICIPALITY OF WHISTLER

FIVE-YEAR FINANCIAL PLAN 2024 – 2028 AMENDMENT BYLAW (EV CHARGERS AND OPERATIONS) NO. 2472, 2025

A BYLAW TO AMEND THE FIVE-YEAR FINANCIAL PLAN 2024 – 2028 BYLAW NO. 2424, 2024

WHEREAS the Council must have a financial plan pursuant to Section 165 of the *Community Charter*;

AND WHEREAS the Council deems it necessary, expedient and appropriate to amend the five-year financial plan for the years 2024 to 2028;

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 the “Five-Year Financial Plan 2024- 2028 Amendment Bylaw (EV Chargers and Operations) No. 2472, 2025” (Bylaw).

AMENDMENTS

2. Schedules A and B of the “Five-Year Financial Plan 2024 – 2028 Bylaw No. 2424, 2024” are repealed and replaced with the following Schedules attached to and forming part of this Bylaw:

Schedule A – Consolidated Operating Summary

Schedule B – Consolidated Project Summary

GIVEN FIRST, SECOND and THIRD READINGS this ___ day of _____, 2025.

ADOPTED this ___ day of _____, 2025.

J. Crompton,
Mayor

P. Lysaght,
Corporate Officer

I HEREBY CERTIFY that this is a true copy of “Five-Year Financial Plan 2024-2028 Amendment Bylaw (EV Chargers and Operations) No. 2472, 2025”.

**RESORT MUNICIPALITY OF WHISTLER
FIVE-YEAR FINANCIAL PLAN 2024 - 2028
CONSOLIDATED OPERATING SUMMARY**

**BYLAW 2472, 2025
SCHEDULE A**

	2024	2025	2026	2027	2028
REVENUE					
General Fund					
Property Taxes	51,389,495	55,099,817	59,078,023	63,343,457	67,916,854
Other Property Tax	1,329,399	1,425,382	1,528,294	1,638,637	1,756,947
Government Grants	1,094,916	1,099,916	1,104,916	1,109,916	1,114,916
Fees and Charges	20,534,805	22,389,266	23,620,676	24,919,813	26,290,402
Investment Income	3,776,649	3,587,817	3,498,121	3,410,668	3,325,401
RMI Grant	6,511,237	5,351,487	5,351,487	5,351,487	5,351,487
MRDT	15,622,863	15,935,320	16,254,027	16,579,107	16,910,689
Works and Service Charges	480,000	472,500	465,000	457,500	450,000
Water Fund					
Parcel Taxes	4,540,640	4,722,266	4,911,156	5,107,602	5,311,907
Fees and Charges	3,614,494	3,759,074	3,909,437	4,065,814	4,228,447
Works and Service Charges	40,000	40,000	40,000	40,000	40,000
Sewer Fund					
Parcel Taxes	4,718,655	5,048,961	5,402,388	5,780,555	6,185,194
Fees and Charges	5,290,943	5,661,309	6,057,601	6,481,633	6,935,347
Works and Service Charges	175,000	170,000	165,000	160,000	155,000
Solid Waste Fund					
Fees and Charges	8,282,471	8,696,595	9,131,424	9,587,995	10,067,395
Government Grants	549,491	554,491	559,491	564,491	569,491
	127,951,058	134,014,199	141,077,041	148,598,676	156,609,478
EXPENDITURE					
General Fund					
Payroll and Goods & Services	71,386,153	73,664,958	78,778,439	84,147,001	88,929,351
Debt Interest & Principal	226,905	226,905	226,905	226,905	226,905
Partner Organizations	9,813,936	10,304,633	10,819,864	11,360,858	11,928,901
Contingency	275,000	320,000	340,000	370,000	390,000
Water Fund					
Payroll and Goods & Services	3,579,810	3,776,700	3,984,418	4,203,561	4,434,757
Debt Interest & Principal	-	-	-	-	-
Sewer Fund					
Payroll and Goods & Services	6,837,337	7,213,391	7,610,127	8,028,684	8,470,262
Debt Interest & Principal	1,117,183	1,195,462	1,156,323	1,175,892	1,166,107
Solid Waste Fund					
Payroll and Goods & Services	6,891,399	7,270,426	7,670,299	8,092,166	8,537,235
Debt Interest & Principal	446,873	446,873	446,873	446,873	446,873
	100,574,596	104,419,347	111,033,249	118,051,940	124,530,390

**RESORT MUNICIPALITY OF WHISTLER
FIVE-YEAR FINANCIAL PLAN 2024 - 2028
CONSOLIDATED OPERATING SUMMARY**

**BYLAW 2472, 2025
SCHEDULE A (con't)**

	2024	2025	2026	2027	2028
TRANSFERS TO (FROM)					
OTHER FUNDS / RESERVES					
Interest Paid to Reserves	3,398,984	3,229,035	3,148,309	3,069,601	2,992,861
Recreation Works Charges Reserve	265,000	260,000	255,000	250,000	245,000
Transportation Works Charges Reserve	215,000	212,500	210,000	207,500	205,000
RMI Reserve	1,685,868	1,606,137	1,418,870	1,222,239	1,015,776
MRDT Reserve	-	-	-	-	-
Employee Housing Reserve	2,512,962	2,169,924	1,800,361	1,402,757	975,523
Transit Fund	1,118,995	850,000	200,000	(800,000)	(600,000)
General Capital Reserve	6,330,657	8,796,126	9,931,181	11,176,114	12,247,933
Vehicle Replacement Reserve	1,690,000	1,916,250	2,142,500	2,368,750	2,595,000
General Op Contribution					
General Fund Contingency Share					
General Operating Reserve	1,819,904	1,805,036	1,629,115	1,808,859	1,964,447
Water Works Charges Reserve	40,000	40,000	40,000	40,000	40,000
Water Capital Reserve	4,375,324	4,504,640	4,636,175	4,769,856	4,905,597
Water Op Contribution					
Water Contingency Share					
Water Operating Reserve	200,000	200,000	200,000	200,000	200,000
Sewer Works Charges Reserve	175,000	170,000	165,000	160,000	155,000
Sewer Capital Reserve	1,755,078	2,001,417	2,393,539	2,757,612	3,184,172
Sewer Operating Reserve	300,000	300,000	300,000	300,000	300,000
Solid Waste Capital Reserve	1,493,690	1,533,787	1,573,743	1,613,448	1,652,778
Solid Waste Operating Reserve	-	-	-	-	-
	27,376,462	29,594,852	30,043,792	30,546,736	32,079,087
	29,991,298	30,020,202	30,458,406	30,761,986	32,307,462
REVENUE LESS EXPENDITURE					
AND TRANSFERS					
	0	0	0	0	0

**RESORT MUNICIPALITY OF WHISTLER
FIVE-YEAR FINANCIAL PLAN 2024 - 2028
CONSOLIDATED PROJECT SUMMARY**

**BYLAW 2472, 2025
SCHEDULE B**

	2024	2025	2026	2027	2028
REVENUE AND OTHER SOURCES OF FUNDING					
General Fund					
Government Grants	4,914,852	1,216,016	415,258	502,758	572,696
WHA Equity Support	(3,200,000)	-	-	-	-
Third Party Payments	3,800,000	17,000,000			
	5,514,852	18,216,016	415,258	502,758	572,696
EXPENDITURE					
General Fund					
Non-capital Expenditure	3,911,811	2,104,381	1,845,370	1,804,588	1,903,684
Infrastructure Maintenance	17,620,186	17,210,461	12,283,236	10,790,872	4,178,787
Capital Expenditure	2,703,910	2,902,684	25,000	100,000	25,000
Water Fund					
Non-capital Expenditure	510,000	225,000	225,000	225,000	225,000
Infrastructure Maintenance	13,556,050	4,145,000	5,145,000	5,475,000	6,650,000
Sewer Fund					
Non-capital Expenditure	800,000	700,000	650,000	900,000	800,000
Infrastructure Maintenance	8,443,950	9,700,000	11,300,000	7,825,000	6,925,000
Solid Waste Fund					
Non-capital Expenditure	90,000	35,000	35,000	35,000	-
Infrastructure Maintenance	303,000	628,000	378,000	353,000	178,000
Capital Expenditure	1,520,000	400,000	150,000	150,000	-
All Funds					
Depreciation	15,933,220	16,398,220	16,883,220	17,378,220	17,878,220
	49,458,907	38,050,526	32,036,606	27,658,460	20,885,471

**RESORT MUNICIPALITY OF WHISTLER
FIVE-YEAR FINANCIAL PLAN 2024 - 2028
CONSOLIDATED PROJECT SUMMARY**

**BYLAW 2472, 2025
SCHEDULE B (con't)**

TRANSFERS (TO) FROM OTHER FUNDS/RESERVES

OTHER FUNDS/RESERVES

RMI Reserve	3,676,406	2,619,673	-	-	-
MRDT Reserve	806,000	1,204,817	671,000	757,000	631,250
General Capital Reserve	13,659,372	12,772,656	9,487,236	9,338,872	2,709,537
Vehicle Replacement Reserve	2,143,000	3,267,000	2,140,000	800,000	843,000
Library Reserve	111,000	36,000	25,000	20,000	20,000
General Operating Reserve	2,411,679	1,101,364	1,415,112	1,276,830	1,330,988
Cheakamus Crossing Affordable Employee Housing Reserve	(3,800,000)	(17,000,000)	-	-	-
Employee Housing Reserve	3,200,000	-	-	-	-
Water Capital Reserve	10,069,648	4,145,000	5,145,000	5,475,000	6,650,000
Water Operating Reserve	510,000	225,000	225,000	225,000	225,000
Sewer Capital Reserve	8,443,950	9,700,000	11,300,000	7,825,000	6,925,000
Sewer Operating Reserve	800,000	700,000	650,000	900,000	800,000
Solid Waste Capital Reserve	1,823,000	1,028,000	528,000	503,000	178,000
Solid Waste Operating Reserve	90,000	35,000	35,000	35,000	-
	<u>43,944,055</u>	<u>19,834,510</u>	<u>31,621,348</u>	<u>27,155,702</u>	<u>20,312,775</u>

**ADJUSTMENTS FOR NON CASH ITEMS AND CHANGES
TO NET FINANCIAL ASSETS**

Depreciation	15,933,220	16,398,220	16,883,220	17,378,220	17,878,220
	<u>15,933,220</u>	<u>16,398,220</u>	<u>16,883,220</u>	<u>17,378,220</u>	<u>17,878,220</u>

**REVENUE AND TRANSFERS
LESS EXPENDITURE**

	-	-	-	-	-
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Dear Union of BC Municipalities,

The recent decision by the federal and provincial governments to offload the full cost of emergency dispatch services onto municipalities underscores the need for a *fundamental restructuring of law enforcement and emergency services*. I am writing to urge municipalities across British Columbia to take this opportunity to unite and **begin reforming policing in our province by creating locally controlled independent dispatch services**.

The province's sudden withdrawal of funding is not just a budgetary decision—it has placed South Island municipalities in a position where they are effectively being cornered into using and funding E-Comm 911. This move consolidates provincial control over emergency services while quietly eliminating financially viable alternatives for municipalities. If municipalities ever want fairness for their constituents, they must take action now to reform policing and emergency services in a way that keeps matters *as local and accountable as possible*.

Without immediate exploration of alternatives, municipalities risk being locked into a centralized dispatch model that limits their ability to self-govern and make community-driven decisions about emergency response. If municipalities do not act now to create new emergency dispatch services, they risk funding a future where emergency services are entirely dictated by provincial mandates, *stripping communities of any real decision-making power over public safety*.

These concerns are already being raised by municipal leaders. Colwood Mayor Doug Kobayashi stated that local leaders were “blindsided” by the financial burden. Similarly, Tobias, speaking to The Westshore, voiced “grave concerns over service quality and governance over the E-Comm 911 service” and went as far as to call its governance a “dumpster fire” for responsible oversight of new service members such as View Royal. These statements reinforce the growing alarm over how E-Comm operates and how municipalities are being backed into a system with high costs and questionable oversight.

The first step toward breaking free from this unfairly imposed system is establishing locally controlled, independent dispatch services. Creating municipal or regional dispatch centers will not only eliminate reliance on E-Comm's overpriced and opaque service but also lay the groundwork for fully independent municipal police forces. Without an independent dispatch system, policing reforms will remain constrained by centralized control, limiting municipalities' ability to create truly community-focused law enforcement.

Municipalities are now left with two costly options: fund an overpriced dispatch system or develop their own alternative—something that is financially difficult given the abrupt nature of these policy changes. However, by working together, municipalities can pool resources to establish a provincial network of locally controlled dispatch centers, providing better service, greater accountability, and a *clear pathway to policing reform*. Independent dispatch services pave the way for independent policing, ensuring public safety remains in the hands of those *closest to the communities they serve*.

One of the most compelling reasons for this shift is the urgent need to protect democratic oversight, particularly in the context of School Liaison Officer (SLO) programs. These programs, designed to support and safeguard children in educational settings, face significant challenges

under the RCMP's current structure. For example, as confirmed in the forwarded response from the Civilian Review and Complaints Commission (CRCC) regarding concerns about E-Comm and the RCMP's inability to properly address potential corruption complaints, "it is unreasonable to expect RCMP employees across the country to be familiar with *all initiatives* the RCMP has in place. The attention of most general duty (contract policing) RCMP officers is *focused on investigating common offences found within the Criminal Code and a variety of provincial and/or municipal laws.*" This incompatibility is particularly evident in the case of SLO programs, where the unique dynamics of schools and the subsequent needs of parents and students require a highly localized and collaborative approach to ensure fairness and transparency.

When school boards or other democratically elected bodies are forced to cede authority over these programs without just cause, the ability to ensure the safety and well-being of students is jeopardized. The BC Human Rights Commissioner and the BC Civil Liberties Association (BCCLA) have called for an end to SLO programs in 2022 until civilian-led alternatives could be investigated, in order to protect students and families in the province. Unfortunately, the province's Minister of Education and Child Care has now leveled threats to dissolve the democratically elected Greater Victoria School District 61 purely for adhering to these recommendations at a time when SLO programs were no longer even being funded by police. This threat comes despite the Minister having been *repeatedly requested to adequately fund schools*; the democratically appropriate mechanism for the provincial government to resolve such issues.

I implore municipalities to take action against these systemic power-grabs and to seek guidance from the BC Human Rights Commissioner and the BCCLA to ensure that any such reforms prioritize community rights and protections. By uniting with these institutions, municipalities can reclaim control over emergency services, ensuring a law enforcement model that is fair, cost-effective, and *truly accountable to the communities it serves*—rather than to provincial and federal bureaucracies.

This letter is being carbon copied to every municipality in the province to encourage collective action and dialogue on this critical issue.

I welcome the opportunity to discuss this matter further and collaborate on strategies for effective policing and emergency services reform.

Sincerely,

Philip Perras

From: Complaints-CRCC <complaints@crcc-ccetp.gc.ca>

Sent: June 12, 2024 2:06 PM

To: philip_perras@hotmail.com <philip_perras@hotmail.com>

Subject: Civilian Review and Complaints Commission R2024-003308 Philip Perras

Good afternoon, Philip Perras.

The Civilian Review and Complaints Commission for the RCMP (the Commission) acknowledges receipt of your e-mail dated June 7, 2024, in which you state that you wish to lodge a public complaint, apparently about the RCMP not providing you with an e-mail address (natdivanticorruptionpreventioin@rcmp-grc.gc.ca) when you wished to discuss potential corruption issues. You added that your complaint does not involve any specific members of the RCMP but does involve multiple detachments.

Please be advised that according to s. 45.53 (1) of the RCMP Act, "Any individual may make a complaint concerning the conduct, in the performance of any duty or function under this Act of the Witness Protection Program Act, of any person who, at the time that the conduct is alleged to have occurred, was a member or other person appointed or employed under Part I." In other words, the Commission cannot accept a complaint against a detachment in general but rather against individuals (and incidents) who (which) fall within the jurisdiction of the Commission. In order to determine if the incidents, and the individuals with whom you communicated, fall within the jurisdiction of the Commission we would require the dates or approximate dates (and times if available) that you communicated with those individuals, their names (if possible), the method of communication (in person, via telephone - if via telephone, the telephone number you called to speak to that individual) and the location of each interaction.

Keep in mind that public complaints must normally be lodged within one year of the alleged improper behaviour. In each instance were you attempting to report alleged corruption? If so, the Commission would require a brief synopsis about the alleged corruption you were attempting to report.

If your communication with an RCMP employee was only to determine if they knew of the existence of the e-mail address you provided, then it is unlikely the Commission would accept a complaint in those instances. Not being familiar with an internal RCMP e-mail address to report corruption does not necessarily amount to improper behaviour. It is unreasonable to expect RCMP employees across the country to be familiar with all initiatives the RCMP has in place. The attention of most general duty (contract policing) RCMP officers is focused on investigating common offences found within the Criminal Code and a variety of provincial and/or municipal laws. In the provinces of Ontario and Quebec where the RCMP does not perform contract policing, the focus is on the enforcement of federal statutes. The RCMP is responsible in part or in whole for enforcing numerous federal statutes but the Commission would not expect every RCMP member to be familiar with all of them. As noted within the e-mail address itself that you referenced, it originated out of the RCMP's National Division which is located in Ottawa and is focused on the enforcement of certain federal laws/statutes. As noted by the RCMP's web page, where you may have located

that e-mail address, the RCMP encourage the public to report corruption to that e-mail address under certain conditions:

Report it to the RCMP at natdivanticorruptionprevention@rcmp-grc.gc.ca if it involves:

- Canadian businesses offering bribes to foreign officials
- Canadian federal government employees or institutions
- businesses dealing with the federal government
- companies operating outside of Canada

In the cases where you made contact with the RCMP to report incidents of corruption and raised concerns about not being provided the e-mail address in question, did those incidents of corruption you were attempting to report fall within the parameters listed above?

Please respond to the following questions by June 26, 2024.

Respectfully,

Complaint Intake, Complaint Intake and Review Directorate

Civilian Review and Complaints Commission for the RCMP / Government of Canada

Bureau de réception des plaintes, Direction de la réception des plaintes et des examens

Commission civile d'examen et de traitement des plaintes relatives à la GRC / Gouvernement du Canada



Civilian Review and
Complaints Commission
for the RCMP

Commission civile d'examen
et de traitement des plaintes
relatives à la GRC

Canada

Dear UBCM and Municipal Leaders of British Columbia,

First, I would like to extend my sincere apologies to View Royal Mayor Sid Tobias for accidentally omitting his full name and title in my previous correspondence. It was an oversight, and I greatly appreciate his leadership and the concerns he has raised regarding E-Comm 911. His input, along with that of other municipal leaders, is invaluable as we navigate this critical issue together.

I thought it might be helpful to **share some key imagery** regarding E-COMM 911 that should help guide discussions about alternative policing and emergency dispatch models in the right direction. The **fortress-like militarization of provincially-controlled facilities**—as seen in the attached images of the **CRD's E-Comm 911 hub**—stands as a stark metaphor for their operations: **closed off, unaccountable, and hostile to public oversight.**

Consider the following evidence of systemic secrecy and lack of transparency:

- **Sharply spiked fences surrounding E-Comm 911's CRD (Capital Regional District) facility**, located just a stone's throw away from a *residential area*. It is a site so *secretive* that it doesn't even appear on Google Maps street view (6+ years out of date) despite the building clearly being depicted on the regular map view.
- **Google's refusal to list the Office of the Police Complaints Commissioner (OPCC) at its actual address**, limiting public visibility and review opportunities.

Hidden from maps, behind spiked fences, and unreachable by the public—these are symbols of how our province now operates: closed-door governance where corporate and political interests decide municipal policy without public scrutiny.

A Coordinated Strategy of Provincial Overreach

It is **clearer than ever** that democracy in British Columbia is **being replaced with advisory takeovers, funding withdrawals, and coercive governance.**

- **The abrupt defunding of municipal emergency dispatch services was not just a budgetary decision.** It is a **deliberate maneuver** to ensure that municipalities are financially trapped into **E-Comm 911's expensive, unaccountable system.**
- **The dissolution of the Greater Victoria School Board** was not just about budgetary or policy disagreements. It was a **warning to municipalities** that any attempt to resist provincial overreach **will be met with removal and replacement by government appointees.**
- **The intervention in Oak Bay and West Vancouver's housing policies** seems to be yet another example of the province attempting to **override local governance in favour of private interests.**

Municipalities are in a **battle for survival** against an oppressive provincial government intent on draining every penny from local governments while consolidating power. These decisions seem to be engineered, potentially to help funnel taxpayer money into the province's electoral war chest. Resistance is being met with threats, funding cuts, and direct interference in local governance related affairs.

A Coordinated Power Grab Across Municipalities

The intervention in Oak Bay and West Vancouver's housing policies further highlights this pattern of provincial overreach. **Oak Bay Mayor Kevin Murdoch**, who has referred to the province's actions as "theatre," **made a revealing statement in regards to the province's threats:**

"We informed them a year ago that we didn't have enough projects in the pipeline to meet year one targets, so it's hardly a surprise today to be 40 units short." Oak Bay Mayor Kevin Murdoch speaking with Black Press.

Local governance structures are seeing their authority stripped away under the guise of provincial intervention, whether in housing, education or emergency services. **Just as the province forced the Greater Victoria School Board into compliance by removing its elected members, it is now testing the limits of its power over municipalities.**

This is why I am urging every municipality to take immediate steps toward creating **independent emergency dispatch services** and reclaiming control over local governance wherever possible. The province is making its moves now—it's time for municipalities to unify and take defensive action together, before they find themselves ceding their democratically earned authority to a government bent on consolidating power for itself.

Instead of writing letters, *send a message* to the province that **unity among municipalities is possible** with *collaboration* and *firm resistance* against these coercive tactics.

I appreciate your time in considering this matter. These images and actions speak for themselves. Let's not ignore the warning signs.

Sincerely,

Philip Perras



CRD
E-Comm



E-Comm 9-1-1

<https://www.ecomm911.ca>

E-Comm 9-1-1 | Emergency for Police, Fire & Medical Calls in ...

E-Comm 911 is the first point of contact for 9-1-1 callers in 25 regional districts in British Columbia and provides dispatch services for more than 70 ...

[Join Our Team](#) · [About E-Comm](#) · [Contact Us](#) · [Become a 9-1-1 call taker](#)



CRD

<https://www.crd.bc.ca> > [project](#) > [south-island-9-1-1-po...](#)

South Island 9-1-1/Police Dispatch Centre - Victoria

[Located at 4219 Commerce Circle in Saanich](#), the centre has been fully operational since late January 2019, following the successful transition of all police ...

People also ask

Who owns Ecomm?

As a cost recovery organization, E-Comm is owned by [its members](#). These include municipalities, police boards, provincial and federal government agencies. Each member is allocated a share, [either class A or class B, for participation](#) in the radio system either now or [in the future](#).

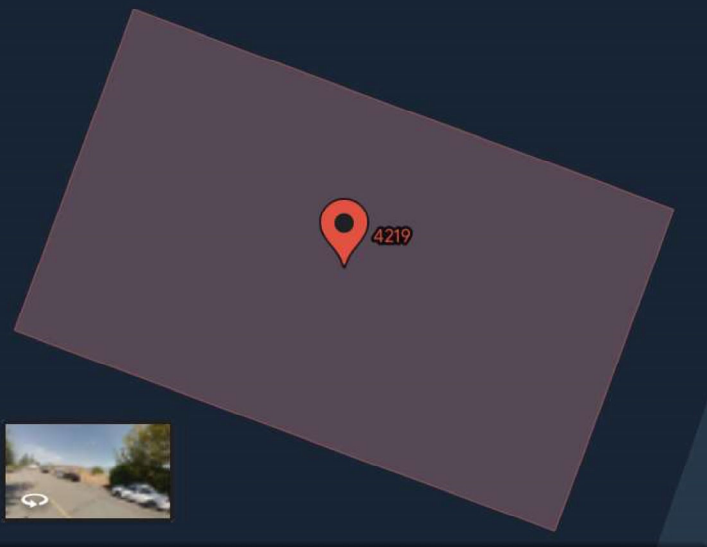


E-Comm 911

<https://www.ecomm911.ca> > [history-facility](#)

History & Facilities - E-Comm 911

← 4219 Commerce Cir, Vict... ×



4219 Commerce Cir

Victoria, BC V8Z 6N6

Building

- Directions
- Save
- Share





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4219 Commerce Cir



4219 Commerce Cir
Victoria, BC V8Z 6N6



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Office of the Police Complaints Com...

947 Fort St, Victoria, BC V8V 3K3

All edits are checked for accuracy
Submitted Dec 21, 2024



● **Not accepted (4)**

Place creation



Dear Whistler Councils,

I hope this message finds you well. I am writing to bring to your attention some ongoing concerns regarding the bus service in Cheakamus, specifically related to the bus stop at 1030 Legacy Way (Southbound - Village to Cheakamus) and its usage by buses #10, #20, and #20X.

1. Bus Stop at 1030 Legacy Way

I would like to suggest that the bus stop at 1030 Legacy Way be recognized as an official stop for all buses serving Cheakamus: #20, #20X, and #10. Currently, some bus drivers of #20 and #20X do not stop at this location, stating that the designated stop is further down at Baily Park. This has created confusion for local residents as well as for tourists staying at HI Hostel and Athlete Centre.

This existing bus stop is essential for the residents of the first few blocks of Cheakamus (as highlighted in the attached map), especially during the winter months when accessibility is critical.

Furthermore, it is confusing for passengers when the bus announces "Baily Park Bus Stop" immediately after crossing Jane Lakes Road, and then skips the bus stop at 1030 Legacy Way, which is the first stop right after that intersection.

I originally reached out via the Whistler BC Transit website form about a month ago regarding this issue but have yet to receive a response. I would greatly appreciate it if this stop could be officially recognized for these buses, as it would provide smoother and more reliable service for the Cheakamus residents and there are no additional costs associated with this suggestion as this is an existing bus stop.

2. Noise and Disturbance at 1030 Legacy Way Bus Stop

I also wish to express my concern regarding the use of 1030 Legacy Way as the final stop for bus #10. I'm a resident of one of the street facing units at 1025 Legacy Way, and the buses frequently parking at this location cause significant noise and disturbances, particularly during early mornings and late evenings. This is a high density area, with residential buildings close to the bus stop at 1030 Legacy Way.

Not only the sound of the buses turning on and off their engines creates noise pollution, the buses sometimes remain idling, with and without a driver on board, and this creates both continuous noise and air quality issues. On several occasions, I have noticed the smell of exhaust fumes entering my bedroom.

Considering that there are no residential buildings near the bus stop at Baily Park, I believe it would be more appropriate to make that location the final stop for buses #10, #20, and #20X. This suggested change would significantly reduce the noise and air pollution for the close by residents of Legacy Way and would also improve the flow of traffic, as other buses would no longer be obstructed from stopping at 1030 Legacy Way due to buses parked there.

I have attached screenshots from Google Maps to illustrate the locations of the mentioned bus stops and the areas that would benefit from these changes.

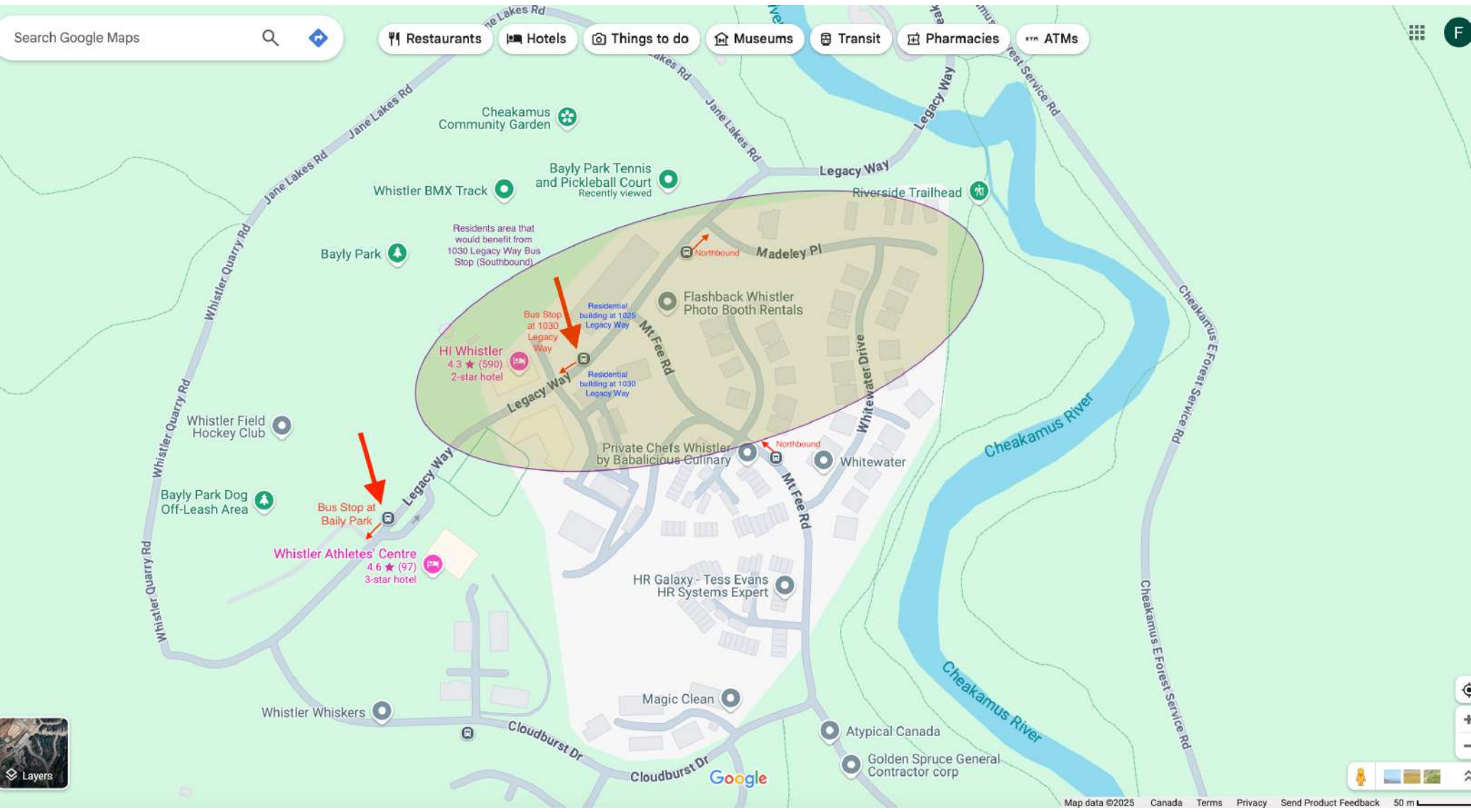
I trust that you will give due consideration to these suggestions, which would improve the quality of life for many residents in our community. I would be happy to provide any additional information or clarification if needed.

Thank you for your attention to this matter, and I look forward to hearing from you soon.

Warm regards,

Fernanda Soeltl Kitahara





← HI Whistler 🔍 ✕

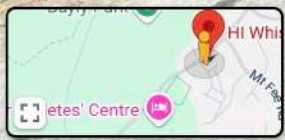
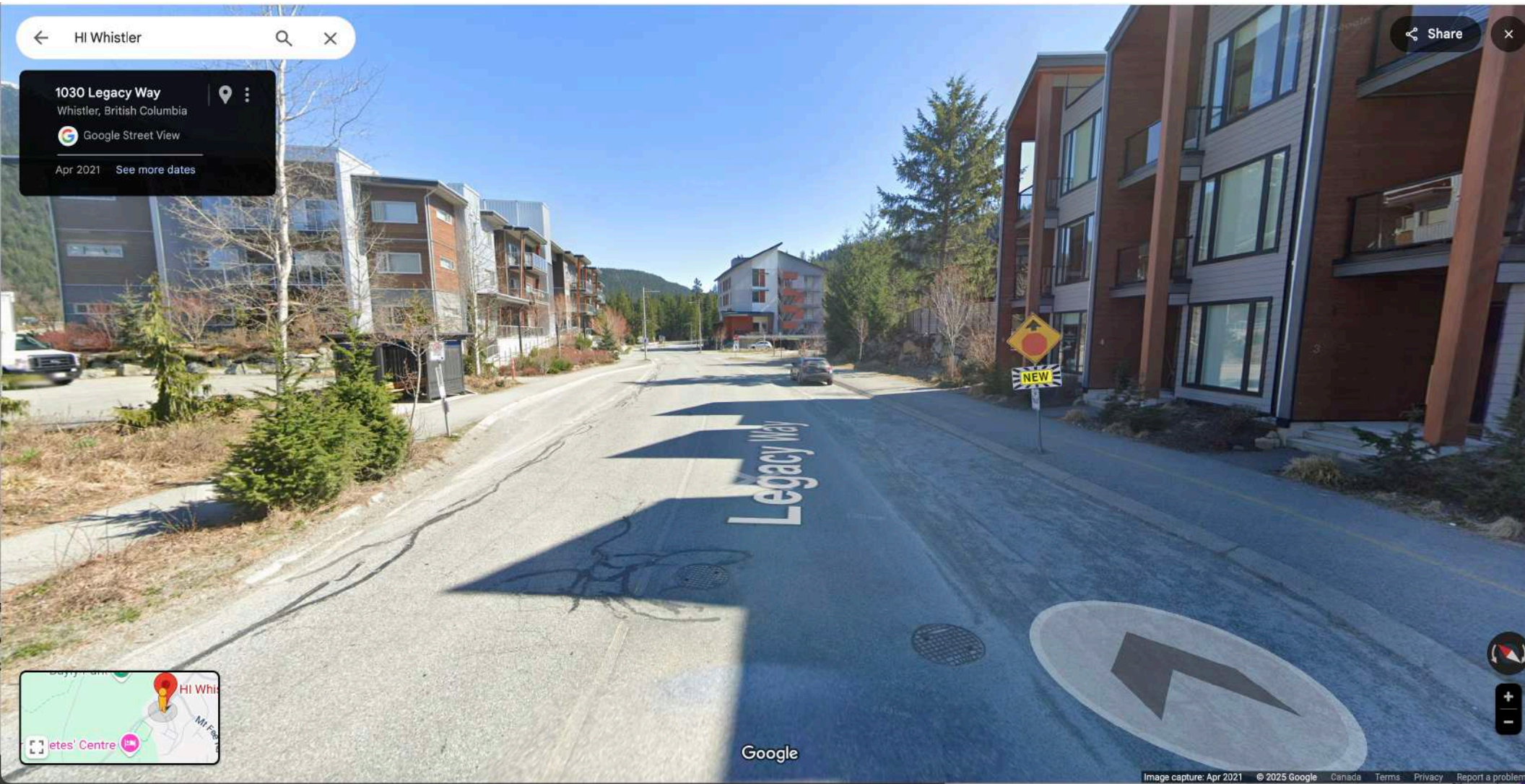
1030 Legacy Way 📍

Whistler, British Columbia

Google Street View

Apr 2021 [See more dates](#)

Share ✕



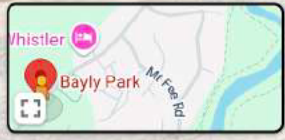
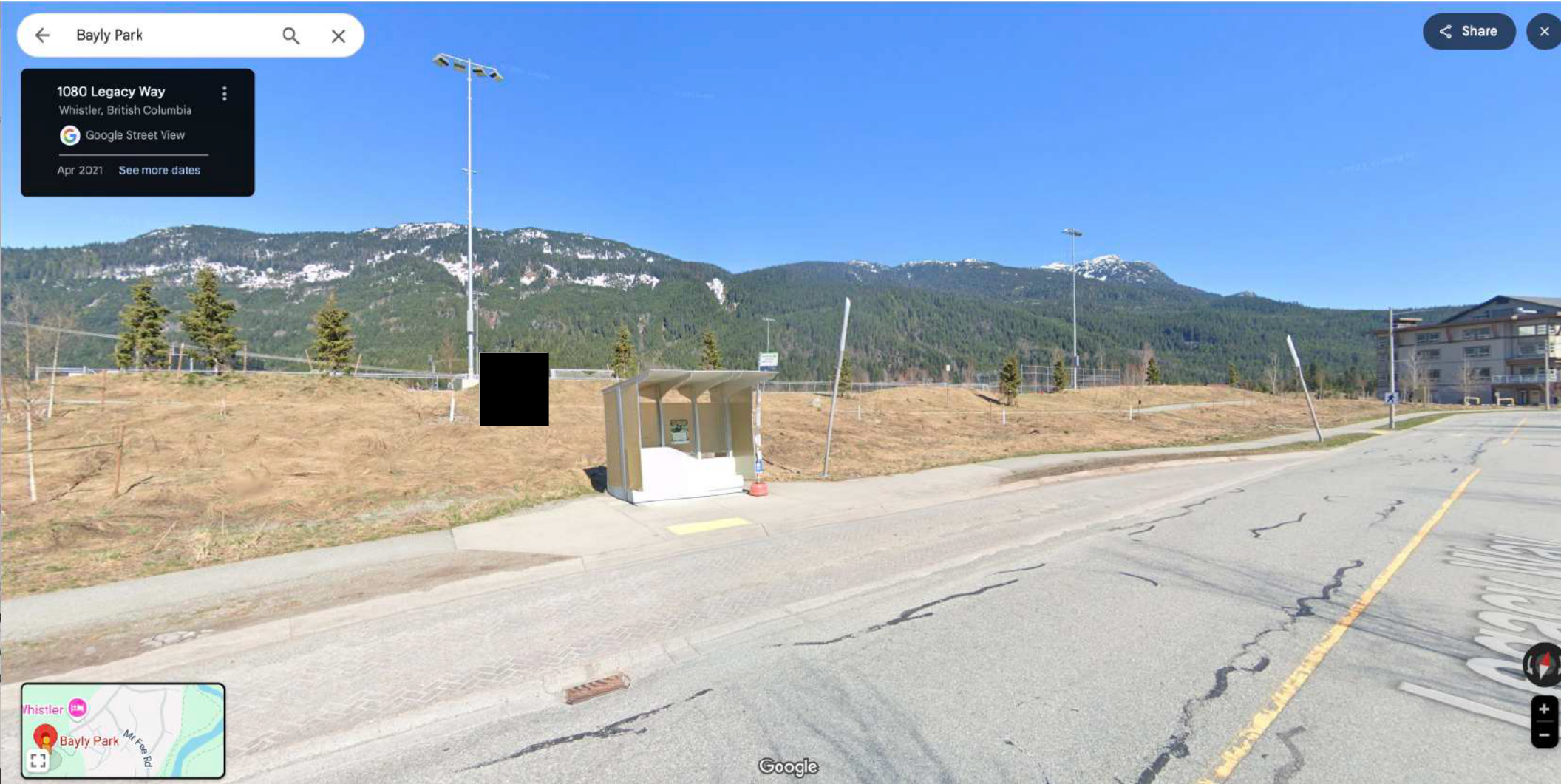
Google

Image capture: Apr 2021 © 2025 Google Canada Terms Privacy Report a problem

← Bayly Park 🔍 ✕

🔗 Share ✕

1080 Legacy Way
 Whistler, British Columbia
 Google Street View
 Apr 2021 [See more dates](#)



Dear Mayor and Council,

I hope this email finds you well. I am reaching out to revisit a proposal originally presented by Jessie Morden in February 2024 to the Mayor and Council. However, it appears this proposal may not have been formally included in the council package at that time.

The proposal concerns the allocation of 100% of licensing, impound, and boarding fees to WAG. During the council meeting in February 2024, Jessie Morden emphasized the importance of this initiative. While the total amount may be relatively small in the RMOW budget, every dollar is critical to WAG's operations. In 2024, WAG received \$1,983 from licensing/impound/boarding fees, and full allocation would effectively double this amount and encourage more community members to license their dogs.

Benefits of Allocating Licensing Fees to WAG

Beyond financial support, directing all licensing fees to WAG would incentivize increased outreach and education on pet licensing, leading to:

- More lost pets being quickly reunited with their owners.
- Greater funding for the care of lost and injured animals.
- Improved planning for off-leash parks and other pet services, as RMOW uses dog licensing statistics to assess these needs.

The partnership between WAG and RMOW to boost licensing compliance could further strengthen Whistler's pet-friendly infrastructure.

Improving Licensing Efficiency

In addition to this proposal, Lindsay DeBou and I identified a major inefficiency in managing two separate databases:

- **Shelter Buddy** (used by WAG)
- **Tempest** (used by RMOW)

These systems do not communicate with each other, leading to duplicate data entry and unnecessary administrative work.

Currently, Whistler does not have an online dog licensing system, requiring residents to visit municipal offices or WAG in person. To address this:

- Lindsay DeBou has submitted an IT request to add Tempest e-apply, which would allow residents to:
 - Apply for and renew licenses online.
 - Reduce unnecessary foot traffic at municipal offices and WAG.

This is particularly important as WAG currently houses many reactive dogs, making in-person visits outside of Open Shelter Times both challenging for staff and potentially unsafe for the public.

Next Steps

I encourage the council to deliberate further on this proposal and consider the long-term benefits of allocating licensing, impound and boarding fees to WAG. While the financial impact on RMOW is minimal, the positive impact on animal welfare, public education, and community engagement is significant.

Thank you for your time and consideration. I look forward to your thoughts and any opportunity to discuss this further.

Peta Woolnough - Executive Director

Whistler Animals Galore Society - WAG

Good afternoon,

On behalf of Veterans Affairs Canada, I am writing to request the illumination of the Fitzsimmons Covered Bridge on May 8, 2025, to commemorate the 80th anniversary of Victory in Europe (VE) Day.

We propose lighting the Fitzsimmons Covered Bridge as part of a national campaign supporting the in-Canada celebrations for the 80th anniversary of Victory in Europe Day and the Liberation of the Netherlands. Veterans Affairs Canada is hoping to have the CN Tower and other national icons lit as a beacon of peace, symbolizing the 'light of peace' that emerged from the darkness of war. This initiative would align with the National in-Canada celebration organized by Veterans Affairs Canada, which will bring together Second World War Veterans, military personnel, government officials, representatives from our wartime allies, and members of the public.

The lighting ceremony would serve as a powerful and visible reminder of the sacrifices made both on the battlefield and the home front during the Second World War.

Victory in Europe Day marks the moment when Allied forces accepted the unconditional surrender of Nazi Germany in 1945, ending five and a half years of conflict in Europe. This anniversary is an important occasion to honor the enduring legacy of peace and the sacrifices that paved the way for it.

We believe that a national illuminating campaign on this significant day will not only pay tribute to the past but also inspire future generations to reflect on the importance of unity and peace.

We are proposing a red and white lighting scheme.

- Red to represent the ultimate sacrifice made by brave men and women.
- White to represent the "light of peace" that emerged from years of darkness and conflict.

Thank you for considering our request. I would be happy to discuss this further at your earliest convenience.

Nicole Wotton

Program Advisor/Agente principale de programme

Community Engagement/Engagement communautaire

Commemoration Division/Direction générale de Commémoration

Veterans Affairs Canada/Anciens Combattants Canada

8 Oakes Avenue/ Rue 8 Oakes

Kirkland Lake, ON P2N 2E8

Telephone/Téléphone: 705-568-3816/1-866-522-2122/1-866-522-2022/

nicole.wotton@canada.ca / Facsimile/Télécopieur 705-567-1812

Government of Canada/Gouvernement du Canada



Landmark Lighting Request Form

Please complete the form and scan/email to 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.

Contact Name	Nicole Wotton
Organization	Veterans Affairs Canada
Business Address	66 Slater St
City/Province/Postal Code	Ottawa, ON K1P 5H1
Business Phone Number	705-568-3816
Business Email	nicole.wotton@veterans.gc.ca
Website Address	www.veterans.gc.ca
Brief description of the event associated with your request - 75 words or less <i>(Information here will be used for communications and the sign on the bridge. RMOW will edit copy if necessary.)</i>	80th Anniversary of Victory in Europe Day and the Liberation of the Netherlands. The lighting ceremony serves as a powerful and visible reminder of the sacrifices made both on the battlefield and the home front during the Second World War. Red represents the ultimate sacrifice made by our brave men and women and the white represents the 'light of peace' that emerged from years of darkness and conflict.
Optional: Social Media Campaign Title (include hashtags)	#CanadaRemembers
Landmark Choice	<input type="checkbox"/> Fitzsimmons Covered Bridge
Date of Event	May 8, 2025
Colour Request	Red and White

Signature: Wotton, Nicole Digitally signed by Wotton, Nicole
Date: 2025.01.29 17:18:17 -05'00'

Date: _____

This application does not guarantee that your event lighting request will be approved or your date is available.

Dear Mayor and Council,

We are writing to request that Fitzsimmons Bridge, be lit up purple in honour of Global Porphyria Day on May 18/2025. Global Porphyria Day is organized by the Global Porphyria Advocacy Coalition (GPAC) and its members. We are the Canadian member of GPAC and are a registered charity.

Porphyria is a group of rare blood disorders that have a wide range of symptoms. It can take years or even decades to get a diagnosis, and during that time patients suffer with strange symptoms. They may be told that their symptoms are “all in their head” while they suffer from, among other things, unbearable abdominal pain, or feel like their skin is on fire when exposed to sunlight.

Global Porphyria Day (previously International Porphyria Awareness Week) aims to raise awareness of porphyria, and advocate for access to care and treatment for porphyria patients around the world.

More information about Global Porphyria Day is available at porphyriacanada.ca/events

We are a non profit patient support organization, we help support Canadian's with porphyria and their families all over.

We want our porphyria community to see the awareness spread on Global Porphyria Awareness Day and feel less alone in this isolating disorder.

Date of lighting

May 18/2025

Colour

Purple

If you have any further questions, please don't hesitate to contact me.

Thank you,

Kelly Burns

Vice-President, Canadian Association for Porphyria



Landmark Lighting Request Form

Please complete the form and scan/email to 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.

Contact Name	Kelly Burns
Organization	Canadian Association For Porphyria
Business Address	Box 213 5027 56 ^{AVE}
City/Province/Postal Code	Tofield, AB T0B4J0
Business Phone Number	250-589-4946
Business Email	Kburns@porphyriacanada.ca
Website Address	www.porphyriacanada.ca
Brief description of the event associated with your request - 75 words or less <i>(Information here will be used for communications and the sign on the bridge. RMOW will edit copy if necessary.)</i>	On May 10/2025 we light up Canada #PurpleForPorphyria to raise awareness for the rare blood disorder Porphyria on Global Porphyria Day.
Optional: Social Media Campaign Title (include hashtags)	Global Porphyria Day #PurpleForPorphyria
Landmark Choice	<input checked="" type="checkbox"/> Fitzsimmons Covered Bridge
Date of Event	May 10/2025
Colour Request	purple

Signature: Kelly Burns

Date: Jan 29/25

This application does not guarantee that your event lighting request will be approved or your date is available.

Mayor Jack Crompton and Council Members

Whistler Municipal Hall, Whistler Village
4325 Blackcomb Way
Whistler, BC V8E 0X5

February 4, 2025

Dear Mayor Crompton and Council:

First, thank you for participating in Light It Up! For NDEAM[®] every year since 2022. And last year in particular.

Whistler Village's involvement by lighting Fitzsimmons Covered Bridge helped make *Light It Up! For NDEAM 2024* a record-smashing, history-making event.

Whistler was one of 83 municipalities across Canada that participated last year — a record number.

And Fitzsimmons Covered Bridge was one of well over **800** locations in almost **200** communities, in every province and territory, that lit purple and blue for *Light It Up! For NDEAM* last October 17.

The bridge was one of 117 locations in 22 communities in BC alone!

As you may remember, *Light It Up! For NDEAM* is the unique annual, national lighting event that:

- Recognizes how people who have a disability contribute to businesses and their communities, helping companies be successful and competitive.
- Raises awareness about the socio-economic importance of disability-inclusive hiring, and disability inclusion, in workplaces and business, and in our communities.
- Happens the third Thursday of October during National Disability Employment Awareness Month. There is no other event like *Light It Up! For NDEAM*, during NDEAM.

In British Columbia, these municipalities have already confirmed their participation for 2024:

- City of Nanaimo — The Bastion (involved since 2021)
- Port Moody City Hall Dome (involved since 2022; automatically puts *Light It Up! For NDEAM* on their annual lighting schedule)
- Burnaby City Hall and the BC Parkway (The Guideway) (involved since 2023)

I'm inviting you to join the *Light It Up! For NDEAM* movement again this year, and illuminate Fitzsimmons Covered Bridge on **Thursday, October 16**.

Light It Up! For NDEAM is much more than a one-night special lighting event. It helps spark nationwide continuing conversation about disability inclusion between job seekers, employers, Employment Service Providers, families and government. Whistler's involvement helps spark that conversation, and keep it going, in your community.

As a reminder, you can find out more about *Light It Up! For NDEAM* by visiting [ODEN's website](#).

And, Fitzsimmons Covered Bridge is one of the 2024 locations showcased in our [Light It Up! For NDEAM 2024 highlights video](#). The highlights video is produced every year and shown at ODEN's annual conference in November.

Here are the specifications for the colours I'm requesting: Purple (R 125 G 82 B 138) and Blue (R 50 G 77 B 92).

The social media hashtags for the event are **#LightItUpForNDEAM**, **#LightItUpForDEAM** and **#EngageTalent**.

I'll look forward to hearing back from you about Whistler's participation in *Light It Up! For NDEAM* again in 2025.

Best Regards,



Dean Askin

Communications Strategist / *Light It Up! For NDEAM* National Campaign Co-ordinator
Ontario Disability Employment Network



Landmark Lighting Request Form

Please complete the form and scan/email to 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.

Contact Name	Dean Askin
Organization	Ontario Disability Employment Network
Business Address	Box 4047, RPO Thickson, 4081 Thickson Rd N
City/Province/Postal Code	Whitby, ON L1R 2X0
Business Phone Number	1-866-280-6336 x107 (o) 416-818-1514 (mobile)
Business Email	daskin@odenetwork.com
Website Address	https://odenetwork.com/initiativevs/annual-light-it-up-for-ndeam
Brief description of the event associated with your request - 75 words or less <i>(Information here will be used for communications and the sign on the bridge. RMOW will edit copy if necessary.)</i>	Light It Up! For NDEAM is the unique, national co-ordinated lighting event that happens the third Thursday of every October during National Disability Employment Awareness Month. Light It Up! For NDEAM recognizes, and raises awareness about, the importance of disability-inclusive hiring, and disability inclusion, in business, in workplaces, in employment and in our communities.
Optional: Social Media Campaign Title (include hashtags)	#LightItUpForNDEAM, #LightItUpForDEAM, #EngageTalent
Landmark Choice	<input checked="" type="checkbox"/> Fitzsimmons Covered Bridge
Date of Event	Thursday, October 16, 2025
Colour Request	Purple: R125, G82, B138 and Blue: R50 G77 B92

Signature: Dean Askin Digitally signed by Dean Askin
Date: 2025.02.04 13:04:33 -05'00'

Date: 4 February 2025

This application does not guarantee that your event lighting request will be approved or your date is available.



Mayor and Council,

We are reaching out to request that the Fitzsimmons Covered Bridge be lit pink and blue (PMS Pink 214 C and Navy 3524 C) in March 2025 to support Autoimmune Awareness Month.

Autoimmune diseases impact millions internationally and have been deemed a public health crisis. These diseases are largely understudied and underfunded, taking a toll on patients, families, and the healthcare system. Despite rising incidence rates, it takes roughly 5 years and 5 different doctors for patients to receive a proper diagnosis.

The Autoimmune Association is the world's leading nonprofit organization dedicated to autoimmune disease advocacy, awareness, education, and research. With over 100 diseases, including rheumatoid arthritis, multiple sclerosis, lupus, Type 1 diabetes, and Hashimoto's, many have been impacted by these conditions but still face stigma and lack of support, which is why it is so important to raise awareness.

In March 2025, our campaign, "Glow of Hope: Shining Light on Autoimmune Disease" will raise awareness for these conditions and help patients know they are not alone in their journeys. Participating buildings will be featured on our social media channels, website, blog, and other tactics, including potential media coverage.

This article in Scientific American describes the urgent need for elevated awareness, and I have attached additional information about the Autoimmune Association and autoimmune disease for your background.

Thank you for your consideration. If there is any other information needed, please let me know and I would be happy to submit it. While we prefer March 1st for the lighting, we would be honored to celebrate with you any time in March..

Best,

Ally Woodard
Youth Representative and Lighting Project Organizer
ally.woodard@columbia.edu
850-687-7918



Landmark Lighting Request Form

Please complete the form and scan/email to 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.

Contact Name	Ally Woodard
Organization	The Autoimmune Association
Business Address	19176 Hall Road, Suite 130
City/Province/Postal Code	Clinton Township, MI 48038, United States
Business Phone Number	8506877918
Business Email	ally.woodard@columbia.edu
Website Address	https://autoimmune.org/
Brief description of the event associated with your request - 75 words or less <i>(Information here will be used for communications and the sign on the bridge. RMOW will edit copy if necessary.)</i>	We are lighting up pink and blue for Autoimmune Disease Awareness Month. These diseases are largely understudied, underfunded, and deemed a public health crisis. Despite millions being impacted by the over 100 Autoimmune diseases, including RA, lupus, MS, Type 1 diabetes, and Hashimoto's, many still face stigma and lack of support. This March we are supporting Glow of Hope: Shining Light on Autoimmune Disease to show patients are not alone in their journeys.
Optional: Social Media Campaign Title (include hashtags)	Glow of Hope: Shining Light on Autoimmune Disease #GlowofHope #AutoimmuneDisease #AutoimmuneAssociation #Autoimmune
Landmark Choice	<input checked="" type="checkbox"/> US Fitzsimmons Covered Bridge
Date of Event	Entirety of March (prefer March 1 for lighting but any day is a
Colour Request	Pink and Blue together if possible, but Pink alone if only 1 col

Signature: Ally Woodard

Date: February 6th, 2025

This application does not guarantee that your event lighting request will be approved or your date is available.



February 10, 2025

Resort Municipality of Whistler

4325 Blackcomb Way
Whistler, BC V8E 0X5

Via: corporate@whistler.ca

Re: Request to Light a Landmark

Dear Mayor and Council,

The Gastrointestinal Society is a Vancouver-based registered charity dedicated to providing trusted, evidence-based information on all areas of the gastrointestinal tract. Last year, on April 18th, the Fitzsimmons Creek Bridge lit up purple in recognition of IBS Awareness Month. On behalf of millions of Canadians affected by irritable bowel syndrome (IBS), we thank you for your support.

IBS affects 13-20% of Canadians. It is so common that you likely know at least one person living with this functional disorder. Unfortunately, the stigma surrounding IBS (and digestive health in general) is pervasive. Many people suffer in silence, reluctant to broach the subject even to seek treatment.

In 2003, the Canadian Society of Intestinal Research (our partner organization) advocated to mayors across Canada and succeeded in having April declared as IBS Awareness Month. Ever since, we have launched annual education and awareness campaigns. Landmarks across Canada have lent their support. This year, we hope that the Fitzsimmons Creek Bridge will again illuminate purple to join us in this cause.

Thank you for your time and consideration.

Sincerely,

Alicia Seidel
Outreach Coordinator
Gastrointestinal Society



Landmark Lighting Request Form

Please complete the form and scan/email to 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.

Contact Name	Alicia Seidel
Organization	Gastrointestinal Society
Business Address	231-3665 Kingway
City/Province/Postal Code	Vancouver, BC V5R 5N2
Business Phone Number	(604) 873-4876
Business Email	alicia@badgut.org
Website Address	www.badgut.org
Brief description of the event associated with your request - 75 words or less <i>(Information here will be used for communications and the sign on the bridge. RMOW will edit copy if necessary.)</i>	Irritable bowel syndrome (IBS) is a very common gastrointestinal condition with symptoms of abdominal pain, bloating, constipation, and/or diarrhea. To raise awareness and reduce the stigma behind discussing its symptoms, landmarks across Canada are illuminating to commemorate IBS Awareness Month.
Optional: Social Media Campaign Title (include hashtags)	@gisociety #IBS #guthealth #badgut
Landmark Choice	<input checked="" type="checkbox"/> Fitzsimmons Covered Bridge
Date of Event	Any 1 day in April 2025.
Colour Request	Purple

Signature: Alicia Seidel

Date: Feb. 10, 2025

This application does not guarantee that your event lighting request will be approved or your date is available.



Landmark Lighting Request Form

Please complete the form and scan/email to 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.

Contact Name	Theresa Preston
Organization	Lower Mainland Down Syndrome Society
Business Address	#108-17828-65A Ave
City/Province/Postal Code	Surrey, BC V3S 1Z3
Business Phone Number	604-591-2722
Business Email	info@lmdss.com
Website Address	www.lmdss.com
Brief description of the event associated with your request - 75 words or less <i>(Information here will be used for communications and the sign on the bridge. RMOW will edit copy if necessary.)</i>	Join us on March 21, 2025, for "Light Up for World Down Syndrome Day." The Fitzsimmons Covered Bridge will be illuminated in blue and yellow to raise awareness and celebrate the lives and achievements of individuals with Down syndrome. This event promotes inclusion and supports the Down syndrome community. Let's come together to show our solidarity and commitment to a more <u>inclusive society</u> .
Optional: Social Media Campaign Title (include hashtags)	World Down Syndrome Day #WorldDownSyndromeDay #WDSD2025 #WHISTLERMDD
Landmark Choice	<input checked="" type="checkbox"/> Fitzsimmons Covered Bridge
Date of Event	March 22 st, 2025
Colour Request	Yellow and Blue

Signature: 

Date: Feb 10th, 2025

This application does not guarantee that your event lighting request will be approved or your date is available.

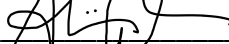


Landmark Lighting Request Form

Please complete the form and scan/email to 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.

Contact Name	Alicia Wrobel
Organization	Parkinson Society British Columbia
Business Address	1021 W Hastings St, 9th Floor
City/Province/Postal Code	Vancouver, BC V6E 0C3
Business Phone Number	604-662-3240 ext. 237
Business Email	awrobel@parkinson.bc.ca
Website Address	www.parkinson.bc.ca
Brief description of the event associated with your request - 75 words or less <i>(Information here will be used for communications and the sign on the bridge. RMOW will edit copy if necessary.)</i>	<p>We request your support in raising awareness for Parkinson's disease on World Parkinson's Day – April 11, 2025. Parkinson's is the second most common neurodegenerative disorder, yet it remains widely misunderstood compared to conditions like Alzheimer's. More than 17,500 British Columbians live with Parkinson's, and the impact extends far beyond those diagnosed—to their families, friends, and communities.</p> <p>Lighting up landmarks in blue is a powerful way to spark conversations, increase public awareness, and show solidarity with those affected.</p>
Optional: Social Media Campaign Title <i>(include hashtags)</i>	
Landmark Choice	<input checked="" type="checkbox"/> Fitzsimmons Covered Bridge
Date of Event	April 11, 2025
Colour Request	HEX #0000CD; RGB 0, 0, 205

Signature: 

Date: February 18, 2025

This application does not guarantee that your event lighting request will be approved or your date is available.