



REGULAR MEETING OF MUNICIPAL COUNCIL
AGENDA

Tuesday, October 8, 2019, 5:30 p.m.

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

1. **ADOPTION OF AGENDA**

That Council adopt the Regular Council Meeting Agenda of October 8, 2019.

2. **ADOPTION OF MINUTES**

That Council adopt the Regular Council Meeting Minutes of September 17, 2019.

3. **PRESENTATIONS AND DELEGATIONS**

3.1 **Whistler Fire Rescue Service – Exemplary Service Medals and Regimental Badges**

A presentation by Mayor Jack Crompton and Fire Chief John McKearney.

4. **PUBLIC QUESTION AND ANSWER PERIOD**

5. **MAYOR'S REPORT**

6. **INFORMATION REPORTS**

6.1 **Second Quarter Financial Report - 2019**

File No. 4527 - Report No. 19-124

A presentation by municipal staff.

That Council receive Information Report No. 19-124 Quarterly Financial Report for the six months ended June 30, 2019.

7. **ADMINISTRATIVE REPORTS**

7.1 **SEC29 – 1017 Madeley Place – Floodplain Exemption**

File No. SEC29 - Report No. 19-125

No presentation.

That Council authorize the Mayor and Municipal Clerk to amend the Section 219 flood protection covenant CA1075296 registered on the title of 1017 Madeley Place to attach the report from Kontur Geotechnical Consultants Inc., dated June 16, 2019, confirming that the proposed building location and design including habitable basement are safe for the intended residential use.

7.2 **DVP1182 – 3565 Falcon Crescent – Concrete Retaining Wall Setback Variances**

File No. DVP1182 - Report No. 19-126

No presentation.

That Council approve the issuance of Development Variance Permit no. 1182 for the proposed development located at 3565 Falcon Crescent to:

- a. Vary the front setback for a concrete retaining wall from 2 metres to 0.9 metres; and
- b. Permit this wall to be a maximum of 3.0 metres in height;

as shown on the Architectural plans dated July 10, 2019 prepared by Stark Architecture and attached as Appendix “B” to Administrative Report to Council No. 19-126.

7.3 DP1679 – 1200 Alpha Lake Road – Auxiliary Residential Dwelling Unit

File No. DP1679 - Report No. 19-127

A presentation by municipal staff.

That Council approve the revised plans for Development Permit DP1679 for the proposed auxiliary residential dwelling unit at 1200 Alpha Lake Road, as per the revised drawings labelled SK01, SK02, SK03, SK04, SK05, and SK06, dated September 2019, prepared by Allie Shiell Architect, and attached as Appendix “B” to Administrative Report No. 19-127.

7.4 Amendments to Zoning and Sign Bylaws to Remove Temporary Use Permit Requirement for Home-Based Artist Studios

File No. RZ1163 - Report No. 19-128

A presentation by municipal staff.

That Council consider giving first and second readings to “Zoning Amendment Bylaw (Delete Temporary Use Permits for Home-Based Artist Studios) No. 2242, 2019”;

That Council authorize staff to schedule a public hearing for “Zoning Amendment Bylaw (Delete Temporary Use Permits for Home-Based Artist Studios) No. 2242, 2019”, and to advertise for same in the local newspaper; and

That Council consider giving first and second readings to “Sign Bylaw Amendment Bylaw (Home-Based Artist Studios) No. 2247, 2019”.

7.5 Alta Lake Road Sanitary Sewer Extension

File No. E026 - Report No. 19-129

A presentation by municipal staff.

That Council support staff to proceed with the Alta Lake Road Sewer Extension Project as outlined in the summary of this Administrative Report 19-129.

7.6 Community Resiliency Investment Program Grant Application

File No. 8337.02 - Report No. 19-130

No presentation.

That Council endorse the Union of British Columbia Municipalities’ Community Resiliency Investment Program grant application, and if successful, direct staff to provide overall grant management as per Union of British Columbia Municipalities’ grant requirements.

7.7 Permissive Tax Exemption Amendment Bylaw No. 2249, 2019

File No. 2249 - Report No. 19-131

No presentation.

That Council consider giving first, second and third readings to "Permissive Tax Exemption Amendment Bylaw No. 2249, 2019".

8. MINUTES OF COMMITTEES AND COMMISSIONS

8.1 Forest and Wildland Advisory Committee - July 10, 2019

8.2 Advisory Design Panel - July 17, 2019

9. BYLAWS FOR FIRST AND SECOND READINGS

9.1 Zoning Amendment Bylaw (Delete Temporary Use Permits for Home-Based Artist Studios) Bylaw No. 2242, 2019

That "Zoning Amendment Bylaw (Delete Temporary Use Permits for Home-Based Artist Studios) Bylaw No. 2242, 2019" be given first and second readings.

9.2 Sign Bylaw Amendment Bylaw (Home-Based Artist Studios) No. 2247, 2019

That "Sign Bylaw Amendment Bylaw (Home-Based Artist Studios) No. 2247, 2019" be given first and second readings.

10. BYLAW FOR FIRST, SECOND AND THIRD READINGS

10.1 Permissive Tax Exemption Amendment Bylaw No. 2249, 2019

That "Permissive Tax Exemption Amendment Bylaw No. 2249, 2019 be given first, second and third readings.

11. OTHER BUSINESS

12. CORRESPONDENCE

12.1 Whistler Triathlon Suggestion

Correspondence from Jenny Robinson, regarding a Whistler Triathlon suggestion.

File No. 3009

12.2 Whistler Youth Centre Days of Operation

Correspondence from Miyuki Espada, regarding the Whistler Youth Centre Days of Operation.

File No. 3009

12.3 Climate Change

Correspondence from Patrick Smyth, regarding climate change.

File No. 3009

12.4 Safe Place to Live

Correspondence from Rebecca Matthews, regarding a safe place to live.

File No. 3009

12.5 Request to Waive Title Search Requirements for DES Disconnection Permits

File No. 3009

Correspondence from David MacPhail, regarding a request to waive title search requirements for DES Disconnection Permits.

12.6 CivX 2019 Event Registration

Correspondence from Shannon Story, regarding CivX 2019 Event Registration.

File No. 3009

12.7 Light Up Requests

File No. 3009.1

a. Light Up Request - Lennox-Gastaut Syndrome Awareness

Correspondence from Kathy Leavens, Program Support Specialist and Ambassador Program Director, LGS Foundation, requesting that on November 1, 2019 the Fitzsimmons Bridge be lit purple in support of Lennox-Gastaut Syndrome Awareness Day.

b. Light Up Request - Adoption Awareness Month

Correspondence from Allie Davidson, Communications Coordinator, Adoptive Families Association of BC, requesting that on November 9, 2019 the Fitzsimmons Bridge be lit green in support of Adoption Awareness Month.

c. Light Up Request - World Diabetes Day

Correspondence from Sarah Kinsman, Administrative Assistant, JDRF, BC & Yukon, requesting that on November 14, 2019 the Fitzsimmons Bridge be lit blue in support of World Diabetes Day.

d. Light Up Request - World Prematurity Day

Correspondence from Fabiana Bacchini, Executive Director, Canadian Premature Babies Foundation, requesting that on November 17, 2019 the Fitzsimmons Bridge be lit purple in support of World Prematurity Day.

12.8 Proclamation Request - World Polio Day

File No. 3009.1

Correspondence from Murray Wood, Rotary District 5040 Area Governor - Sea to Sky, requesting that October 24, 2019 be proclaimed 'World Polio Day' in Whistler.

13. TERMINATION

That the Regular Council Meeting of October 8, 2019 be terminated.



WHISTLER

MINUTES

**REGULAR MEETING OF MUNICIPAL COUNCIL
TUESDAY, SEPTEMBER 17 2019, STARTING AT 5:32 P.M.**

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

PRESENT:

Mayor: J. Crompton
Councillors: A. De Jong, R. Forsyth, J. Ford, J. Grills, D. Jackson,
and C. Jewett

Chief Administrative Officer, M. Furey
General Manager of Resort Experience, J. Jansen
General Manager of Infrastructure Services, J. Hallisey
General Manager of Corporate and Community Services, T. Battiston
Director of Planning, M. Kirkegaard
Municipal Clerk, A. Banman
Manager of Communications, M. Comeau
Manager of Protective Services, L. DeBou
Acting Senior Planner, C. Beaubien
Acting Senior Planner, R. Licko
Planner, A. Antonelli
Manager of Transportation and Waste Management, A. Tucker
Transportation Demand Management Coordinator, E. DalSanto
Planning Analyst S. Johnson
Protective Services Planning Analyst, K. Creery
Bylaw Supervisor, C. Riess
Council Coordinator, N. Cooper

Mayor J. Crompton recognized that the Meeting is being held on the traditional territories of the Lil'wat Nation and the Squamish Nation.

Mayor J. Crompton acknowledged the attendance of Freedom of the Municipality Holder, Garry Watson.

ADOPTION OF AGENDA

Moved by Councillor J. Ford
Seconded by Councillor A. De Jong

That Council adopt the Regular Council Meeting Agenda of September 17, 2019 as amended to include the following pieces of correspondence:

- Barb and Russell Quinn, Anne Kennedy and Al Collis, Alan Linsley, Patrick Smyth, and Lindsay Lambert, regarding RZ1157 - 5298 Alta Lake Road;
- Susan Maxwell, Lee Harrison, Karin Kausky, Johnny Mikes, Jennifer Bisset, Paula Del Bosco, Valerie Sicotte, and Jane and Dr. Chuck Ratzlaff, regarding the Animal Responsibility Bylaw; and
- Mark, Robyn, Owen, Elliott and Amelie Edmondson, regarding a proclamation and landmark lighting request; and

- Steve Donohoe, Scott and Ruth Barrow, Kate Roddick, and Sharryn Gonzalez, regarding RZ1153 – 8975 Highway 99; and further

That the correspondence from Mark, Robyn, Owen, Elliott and Amelie Edmondson be considered prior to the Public Question and Answer Period.

CARRIED

ADOPTION OF MINUTES

Moved by Councillor D. Jackson

Seconded by Councillor J. Grills

That Council adopt the Regular Council Meeting Minutes of September 3, 2019.

CARRIED

CORRESPONDENCE

Proclamation and
Light Up Request –
Pregnancy and
Infant Loss
Awareness Day
File No. 3009.1

Moved by Councillor J. Ford
Seconded by Councillor R. Forsyth

That correspondence from Mark, Robyn, Owen, Elliott and Amelie Edmondson requesting that October 15, 2019 be proclaimed as “Pregnancy and Infant Loss Awareness Day” in Whistler and that Fitzsimmons Bridge be lit pink and blue in support be received, and the Fitzsimmons Bridge lit, and October 15, 2019 be so proclaimed.

CARRIED

PUBLIC QUESTION AND ANSWER PERIOD

Garry Watson
Freedom of the
Municipality Holder
Re: RZ1157

Mr. Watson noted that the rezoning proposal includes a significant amount of Tourist Accommodation that seems to have increased since the last time rezoning was considered. He asked why project viability and profit is a consideration for Council. He asked if the proposal could be rejected, or if it can be tabled to allow for more time to be more thoroughly considered before being allowed to proceed.

Mayor J. Crompton responded that the matter will be considered later in the meeting.

Craig McKenzie
4316 Main Street
Re: Sundial Hotel
Strata Dissolution

Mr. McKenzie noted that he was representing Lawrence Black, Wayne Katz and Mikki Homma, who are owners of strata lots in Sundial Building. He noted that the strata has started a dissolution of strata proceeding, and their lawyers have asked them not to speak in person as it is a legal matter.

Mr. McKenzie asked if Council would write a letter of support for the owners of the strata lots containing Sushi Village, Black's Pub and The Mexican Corner in their legal battle against the dissolution of their strata corporation; and further, would Council raise the issue of inherently unfair valuations of commercial strata lots in Dissolution of Strata Plans, and also consideration of a change to the threshold approval percentage where commercial strata lots are involved with Minister Selina Robertson at the UBCM conference.

Mayor J. Crompton responded that the owners should submit a written request to Council for consideration in order for Council to be able to learn more about this issue. He noted that he was not sure if there would be an

opportunity to speak to the Minister, but encouraged the owners to submit correspondence to Council for further consideration.

Guy Lever
Nita Lake Estates
RZ1157

Mr. Lever asked if, before considering any further development, Council will consider a resolution that will determine rules and regulations for developments on our lakesides that people will have to abide by.

Mayor J. Crompton responded that there are already strong regulations that inform our planning, and we will continue to pay close attention to them. He added that he believes the current regulations are strict and hope that every development protects what we have.

Lindsay Lambert
Address not
provided
Re: RZ1157

Ms. Lambert asked if Council has a specific policy that addresses development on lakesides.

General Manager of Resort Experience J. Jansen responded that there are various zoning, development, and riparian regulations, and the recreational plan, are all available on whistler.ca. He added that the Official Community Plan that is currently at third reading contains much of this type of information.

Ross Clark
Boulder Ridge
Re: RZ1157

Mr. Clark asked how Council could be sure that screening for this development would be adequate.

Mayor J. Crompton responded that screening is something that Whistler strives to do for all proposed developments.

Mr. Clark asked why Council would seek to increase tourist accommodation beds when there is already an oversupply.

Mayor J. Crompton responded that this development already has tourist accommodation beds assigned, and any increase would be subject to the review process included in a rezoning request.

Paul Wood
514 Nita Lake Drive
Re: RZ1157

Mr. Wood asked if the increase in market housing is worth the tradeoff for only seven units of employee housing.

Mayor J. Crompton responded that is a matter that will be considered this evening and as part of a rezoning process.

Russ Quinn
2232 Whistler
Ridge
Re: RZ1157

Mr. Quinn asked where it is mandated in the community plan to put tourist accommodation bed units in the middle of a residential neighbourhood.

Mayor J. Crompton responded that this lot is already zoned for tourist accommodation.

Cheryl Green
5205 Jordan Lane
Re: RZ1157

Ms. Green asked why Council would consider a development that has 82 parking spaces, given their commitment to reducing vehicle use in the valley.

Mayor J. Crompton responded that Council is mandated to consider all applications.

Ms. Green asked if this proposal could be tabled to allow time for further investigation.

Mayor J. Crompton responded that this matter is being considered only for permission to proceed, and any concerns raised would be considered during the process.

Anne Popma
Nita Lake Estates

Ms. Popma noted that the proposal as it exists would involve clear cutting and asked if Council would want their legacy to be known as the Council responsible for this.

Mayor J. Crompton responded that Council has a mandate to deliver employee housing, while at the same time taking into account other factors, such as the environment.

Sherry Baker
Address not
provided
Re: RZ1157

Ms. Baker asked whether the Whistler Housing Authority was involved in the change to the proposals of employee housing on private land.

Mayor J. Crompton responded that it was a decision of Council that was an amendment to regulations that had been previously passed. He added that the goal is to find ways to deliver employee housing.

MAYOR'S REPORT

OUTSIDE VOICE

Mayor Jack Crompton noted that the next phase of the OUTSIDE VOICE survey is now open to finalise plans for Whistler Parks. He added that this is the second round of public engagement in the Imagining Phase as the RMOW develops Whistler's Parks Master Plan. He thanked the community for their work so far to provide input. Based on the community's previous input, the RMOW has now developed refined bubble diagrams to reflect the preferred reaction of park designs. Parks with refined bubble diagrams are: Rainbow Park, Meadow Park, Spruce Grove Park, Lost Lake Park, Alpha Lake Park, Wedge Park and Parkhurst. Mayor Jack Crompton encouraged community members to take the next OUTSIDE VOICE survey to provide feedback on the final ideas. He noted that the survey takes ten minutes and closes on Monday, September 23, 2019. Mayor Jack Crompton thanked the community for keeping the momentum going and using their OUTSIDE VOICES again to ensure the final plans reflect the community's desire to keep Whistler's parks vibrant and fresh well into the future. The survey is online at whistler.ca/OUTSIDEVOICE

Maytober Challenge

Mayor Jack Crompton noted that there are two weeks left in the Maytober Challenge. Whistler residents were asked to help reduce the largest source of the community's emissions, from private passenger vehicle trips (57 per cent), by switching out one trip a week from May 1 to October 1 for a lower carbon transportation choice. He noted that if all vehicle owners accepted the challenge, it was calculated this small switch for just four months could cut up to 600 tonnes of GHGs. Although the Maytober Challenge wraps up on October 1, there is no reason to stop walking, biking or taking transit around Whistler. He added that addressing climate change is a much larger issue than just Whistler - but the goal was to raise awareness that small behavioural changes can make a difference in reducing our own community's GHGs.

Sanitary Trunk Main Repair

Mayor Jack Crompton noted that a repair to the sanitary trunk main in Creekside behind Nita Lake Lodge was completed last night. The work was completed yesterday between 6 a.m. and midnight as planned. The work involved removing a section of the CN rail tracks, excavating and replacing a section of sewer trunk main, and reassembling the rail tracks in an 18-hour

window between trains. He added that the Valley Trail has reopened from Jordan Lane to Nita Lake Lodge and he thanked area residents for their cooperation and patience while this essential repair was completed. Mayor Jack Crompton also thanked the RMOW Engineering and Utilities staff and the consultants and contractors involved for putting in a very long day to complete the project.

Civic Service Awards Nominations

Mayor Jack Crompton announced that nominations for the 2019 Civic Service Awards are now open. He noted that this is an opportunity to nominate a volunteer who has demonstrated exceptional dedication of their time to the RMOW through committees and boards. All committee members including non-RMOW committee members, RMOW committee staff and Council are eligible to submit a nomination, but RMOW staff are not eligible to receive an award. Mayor Jack Crompton advised that all nominations must be received by Friday, September 20, 2019 at 4 p.m. For more information please email corporate@whistler.ca.

Whistler Public Library Board of Trustees

Mayor Jack Crompton noted that the Whistler Public Library Board of Trustees is seeking volunteers. He noted that applications will be accepted until 4 p.m. on October 2, 2019. Details about committee, trustee responsibilities and eligibility is available at whistler.ca/CommitteeOpportunities.

Canadian Association of Fire Chiefs Board

Mayor Jack Crompton announced that Fire Chief John McKearney has been elected to the Canadian Association of Fire Chiefs Board of Directors. He was sworn in over the weekend in Calgary and attended his first board meeting. The Canadian Association of Fire mission is to connect Canada's provincial, territorial and allied associations and external stakeholders for the advancement of public and fire fighter safety. Mayor Jack Crompton congratulated Fire Chief John McKearney and added that it is great to have Whistler presence on this national organization.

RBC GranFondo

Mayor Jack Crompton noted that last Saturday, the tenth annual RBC GranFondo Whistler brought 4,000 cyclists 122 kilometres from Vancouver along the Sea-to-Sky Highway. He added that Famous Players featuring guests Jim Cuddy and Barney Bentall took the stage at Whistler Olympic Plaza for the final concert series performance, and free transit was offered in Whistler until 6 p.m. to get around town car-free. He thanked the community for coming out to cheer on and celebrate with the riders. He looks forward to welcoming riders from near and far for the UCI GranFondo World Championships next year on September 12, 2020.

UBCM Convention

Mayor Jack Crompton noted that The Union of British Columbia Municipalities (UBCM) annual convention takes place during the last week of September. The annual UBCM Convention is the main forum for UBCM policy making and is attended by more than 2,000 delegates from local government, the provincial government, related associations, media and staff. A Whistler delegation, including members of Council and senior staff, will meet with

provincial ministers and staff, and participate in forums and workshops and engage in discussions with other municipalities. Mayor Jack Crompton noted that Whistler will also have the opportunity to vote on the slate of UBCM resolutions. The meeting schedule is not yet confirmed but Council are hoping to meeting with a variety of Ministers to cover some of their top priorities such as housing funding, regional transit facilitation and funding model, wildfire multi-year funding and provincial resources dedicated to Crown Land management with the increasing uses of the backcountry in our region. This annual convention is an important part of how Whistler builds and maintains strong relationships with important provincial government partners, as well as with other municipalities. Mayor Jack Crompton noted that he will report on the convention in the October 8, 2019 Mayor's Report.

Municipal Information Systems Association Conference

Mayor Jack Crompton noted that he attended the Municipal Information Systems Association (MISA) conference in Whistler last week. He noted that MISA's members come from the municipal sector, as well as IT and Communications organizations from across North America. Attendees travelled from across the province to learn about the rapidly changing technology landscape, to share knowledge and to meet with municipal colleagues. He noted that he was honoured to speak at the conference and to acknowledge MISA's creation of the Spirit of Service Award in honour of the RMOW's late IT Manager, Kelly Blunden.

Federal Election

Mayor Jack Crompton noted that the next federal election is on October 21, 2019. He added that the Whistler Chamber of Commerce is holding an all candidates meeting at 6 p.m. on October 9, 2019 at the Maury Young Arts Centre and encouraged everyone to attend the meeting and get informed before the election.

Condolences

On behalf of Council and the Resort Municipality of Whistler, Mayor Jack Crompton shared his condolences with the family and friends of Arnold Grimm. Arnold Grimm was the former Whistler Waldorf School Director of Education, and was a strong advocate for education in our community.

Arts and Culture Updates – Councillor Cathy Jewett

Councillor Cathy Jewett noted the following events and activities happening in the community:

- Teeny Tiny Art Show at MYAC, launched at the Fall for Arts program by Arts Whistler
- útszan - a play at MYAC from September 19 to 22, 2019 at MYAC
- Emily Carr: Fresh Seeing – French Modernism and the West Coast, exhibition at the Audain Museum starting on September 21, 2019 through to January 19, 2020
- The Kees and Claire Hut at Russet Lake has its official opening on September 21, 2019

Councillor Arthur De Jong

Councillor Arthur De Jong provided an environmental update. He noted that there is a joint local government response to a provincial plastics action plan. As part of the Clean BC Initiative, the province has engaged local

governments with plastics action plan policies consultation paper. Whistler has stepped up to write a joint letter with the Districts of Squamish and Tofino outlining five requests, with one example being that one stumbling block that Whistler faces is that even though emissions and waste generated at local level, local governments are not able to enact bylaws to drive a reduction in waste at a local level.

Councillor John Grills

Councillor John Grills followed up with a response to Mr. McKenzie's questions regarding the *Strata Act* and the dissolution of a strata. He noted that he would see what can be done to assist in this matter. Mayor Jack Crompton added that Council will seek to connect with CAO M. Furey to find out the direction Council is able to take.

Councillor Jen Ford

Councillor Jen Ford noted that AWARE is holding their annual community garage sale on September 29, 2019 in the Creekside underground parking.

Mayor Jack Crompton noted that Kerry and Ginny Dennehy hosted a fundraiser in Whistler for the Kelty Patrick Dennehy Fund on September 12, 2019.

ADMINISTRATIVE REPORTS

Moved by Councillor D. Jackson
Seconded by Councillor J. Grills

That Council grant a site specific exemption in accordance with Section 524 of the *Local Government Act* – "Requirements in Relation to Flood Plain Areas" that reduces the floodplain setback at 7207 Fitzsimmons Road North from 30 metres to 20.6 metres to permit the construction of a detached dwelling as shown on the Architectural Plans prepared by Murdoch and Company Architecture and Planning Ltd., dated July 4, 2019, attached as Appendix "B" to Administrative Report to Council No. 19-115; and

That Council authorize the Mayor and Municipal Clerk to execute a Section 219 covenant on the title of the subject property for this exemption, indemnifying the Municipality and attaching the geotechnical report prepared by Kerr Wood Leidal, November 27, 2018, confirming that the proposed building siting and design are safe for the intended residential use; and

That Council direct staff to register a statutory right of way in favour of the Municipality to allow for dike maintenance; and further

That Council authorize the Mayor and Municipal Clerk to execute the required legal documents.

CARRIED

SEC27 – 7207
Fitzsimmons Road
North – Floodplain
Exemption
File No. SEC00027
Report No. 19-115

Squamish-Lillooet
Regional District
Regional Growth
Strategy
Amendment Bylaw
No. 1562-2018 –
Acceptance By
RMOW
File No. CR0097
Report No. 19-116

Moved by Councillor C. Jewett
Seconded by Councillor D. Jackson

That Council grant acceptance of “Squamish-Lillooet Regional District Regional Growth Strategy Bylaw No. 1062, 2008, Amendment Bylaw No. 1562-2018”; and

That Council authorize the Mayor and Municipal Clerk to submit the RMOW referral response, attached as Appendix “A” to Administrative Report No. 19-116 to the Squamish-Lillooet Regional District Board.

CARRIED

LUC003 –
Bayshores Land
Use Contract
Termination
File No. LUC003
Report No. 19-117

Moved by Councillor C. Jewett
Seconded by Councillor D. Jackson

That Council authorize staff to prepare the necessary bylaws to rezone lands subject to the Bayshores Land Use Contract and to terminate the Bayshores Land Use Contract (LUC) pursuant to sections 547 and 548 of the *Local Government Act*.

CARRIED

RZ1157 – 5298 Alta
Lake Road
Rezoning –
Market/Employee
Housing
File No. RZ1157
Report No. 19-118

Moved by Councillor R. Forsyth
Seconded by Councillor D. Jackson

That Council authorize further review and processing of Rezoning Application RZ1157 (5298 Alta Lake Road); and

That Council authorize staff to schedule a public information meeting to obtain input on the proposed zoning changes; and further

That Council authorize staff to potentially prepare a zoning amendment bylaw for RZ1157 to create a new site specific zone for the lands at 5298 Alta Lake Road that would provide for a mix of employee restricted and market housing on the lands as described in this Report 19-118.

CARRIED

Mayor J. Crompton declared a brief recess of the Meeting at 7:43 p.m.

The Meeting was reconvened at 7:48 p.m.

RZ1153 – 8975
Highway 99 –
Rainbow Ridge
Update
File No. RZ1153
Report No. 19-119

Moved by Councillor R. Forsyth
Seconded by Councillor J. Ford

That Council authorize staff to request additional information from the applicant regarding the revised RZ1153 application for a market and employee ownership townhouse development at 8975 Highway 99, including an updated traffic study, conceptual building design, preliminary servicing brief, development pro forma, and estimated sales price per unit.

OPPOSED: Mayor J. Crompton, Councillors A. De Jong, D. Jackson, and J. Grills

DEFEATED

RZ1147 – 1315 and
1345 Cloudburst
Drive – Athlete/
Employee Housing
File No. RZ1147
Report No. 19-120

Moved by Councillor R. Forsyth
Seconded by Councillor J. Ford

That Council consider giving first and second readings to “Zoning Amendment Bylaw (1315 and 1345 Cloudburst Drive) No. 2245, 2019”;

That Council authorize staff to schedule a public hearing for “Zoning Amendment Bylaw (1315 and 1345 Cloudburst Drive) No. 2245, 2019”, and to advertise for same in the local newspaper;

That Council direct staff to advise the applicant that before consideration of adoption of “Zoning Amendment Bylaw (1315 and 1345 Cloudburst Drive) No. 2245, 2019”, the following matters shall be addressed to the satisfaction of the General Manager of Resort Experience;

1. Registration of a Section 219 covenant on title of 1315 Cloudburst Drive in favour of the Resort Municipality of Whistler to:
 - a. Establish a supported design for the proposed development that is consistent with Council Policy G22 (Cheakamus Area Legacy Neighbourhood Design Guidelines); and,
 - b. Ensure the proposed development is consistent with the Green Building Project Checklist and with the objectives and goals of the municipality’s Green Building Policy G-23;
2. Registration of a housing agreement on title of 1315 Cloudburst Drive in favour of the RMOW to regulate employee housing use;
3. Registration of a housing agreement on title of 1345 Cloudburst Drive in favour of the RMOW to regulate employee housing use, including the condition of a right of first refusal to full time daycare workers and essential services employees as defined by Provincial legislation;
4. Provision of a letter of credit, or other approved security, in the amount of 135 percent of the costs of the hard and soft landscape works as security for the construction and maintenance of these works;
5. Submission of a final waste and recycling plan that is consistent with “Solid Waste Bylaw No. 2139, 2017”;
6. Submission of a snow shed report; and further

That Council authorize the Mayor and Municipal Clerk to execute any necessary legal documents for this application.

CARRIED

Whistler Transit
System Annual
Operating
Agreement –
Effective April 1,
2019
File No. 546
Report No. 19-121

Moved by Councillor D. Jackson
Seconded by Councillor C. Jewett

That Council authorize the Mayor and Municipal Clerk to execute the “2019-2020 Whistler Transit System Annual Operating Agreement – Effective April 1, 2019” for the period April 1, 2019 through March 31, 2020 attached as Appendix “A” to Administrative Report to Council No. 19-121.

CARRIED

Solid Waste
Management
Program Update
File No. 600
Report No. 19-122

Moved by Councillor J. Grills
Seconded by Councillor C. Jewett

That Council receive Administration Report No. 19-122 regarding an update to the municipal Solid Waste Management Program, and;

That Council direct staff to proceed with the development of a Single-Use Plastic Reduction program in partnership with other SLRD communities; and further

That Council supports and wishes to join the submission from the Districts of Squamish and Tofino in response to the Ministry of Environment and Climate Change Strategy's proposed amendments to the Recycling Regulation of the *Environmental Management Act*.

CARRIED

BYLAW FOR FIRST AND SECOND READINGS

Zoning Amendment
Bylaw (1315 and
1345 Cloudburst
Drive) No. 2245,
2019

Moved by Councillor R. Forsyth
Seconded by Councillor J. Ford

That "Zoning Amendment Bylaw (1315 and 1345 Cloudburst Drive) No. 2245, 2019" be given first and second readings.

CARRIED

BYLAWS FOR ADOPTION

Animal
Responsibility
Bylaw, No. 2218,
2019

Moved by Councillor R. Forsyth
Seconded by Councillor C. Jewett

That "Animal Responsibility Bylaw, No. 2218, 2019" be adopted.

CARRIED

Bylaw Notice
Enforcement
Amendment Bylaw
(Animal
Responsibility) No.
2220, 2019

Moved by Councillor R. Forsyth
Seconded by Councillor J. Ford

That "Bylaw Notice Enforcement Amendment Bylaw (Animal Responsibility) No. 2220, 2019" be adopted.

CARRIED

Municipal Ticket
Information System
Implementation
Amendment Bylaw
(Animal
Responsibility) No.
2241, 2019

Moved by Councillor C. Jewett
Seconded by Councillor J. Grills

That "Municipal Ticket Information System Implementation Amendment Bylaw (Animal Responsibility) No. 2241, 2019" be adopted.

CARRIED

Five-Year Financial
Plan 2019-2023
Amendment Bylaw
No. 2244, 2019

Moved by Councillor R. Forsyth
Seconded by Councillor A. De Jong

That "Five-Year Financial Plan 2019-2023 Amendment Bylaw No. 2244, 2019" be adopted.

CARRIED

CORRESPONDENCE

RZ1157 – 5298 Alta
Lake Road
File No. RZ1157

Moved by Councillor C. Jewett
Seconded by Councillor D. Jackson

That 17 pieces of correspondence, regarding RZ1157 – 5298 Alta Lake Road from the following individuals:

- Dr. Brian Gilvary and Joanne Louise Gilvary;
- Cheryl Green, President Strata BCS556, Nita Lake Estates;
- Lianne Gulka and Carl Hoyt;
- Jim and Judy Young;
- Chris Young;
- Tom Duguid (on behalf of Whistler Mountain Ventures Ltd., Alpine 68 owners);
- Keith and Lindsay Lambert;
- Alkarim Tejani and Shelina Lalani;
- Paul D. Wood
- E. Marsha Bennetto and David G. Thompson;
- Ross and Kris Clark;
- Richard and Sandra Durrans;
- Rob Follows;
- Craig and Kristen Langdon;
- Garry Watson;
- Garry Watson and Anne Popma;
- Diane and Guy Lever

be received and referred to staff.

CARRIED

Undergrounding of
Utility Services in
White Gold
File No. 3009

Moved by Councillor J. Grills
Seconded by Councillor D. Jackson

That correspondence from Toni Metcalf, representing homeowners in the White Gold neighbourhood, regarding Undergrounding of Utility Services in White Gold be received and referred to staff.

CARRIED

Handicap Parking
During Crankworx
File No. 3009

Moved by Councillor C. Jewett
Seconded by Councillor J. Grills

That correspondence from Sue Hargrave, regarding the availability of handicap parking during Crankworx be received and referred to staff.

CARRIED

The Future of
Tennis in Whistler
Report
File No. 3009

Moved by Councillor C. Jewett
Seconded by Councillor D. Jackson

That correspondence from John Konig, President, Whistler Tennis Association, regarding The Future of Tennis in Whistler Report be received and referred to staff.

CARRIED

Request for
Support
File No. 3009

Moved by Councillor R. Forsyth
Seconded by Councillor J. Ford

That correspondence from Libby McKeever, Vital Signs Project Coordinator, and Paul Dorland, Board Member, Community Foundation of Whistler, regarding a Request for Support be received and referred to staff.

CARRIED

Events in Whistler
File No. 3009

Moved by Councillor A. De Jong
Seconded by Councillor R. Forsyth

That correspondence from Jorli Rickler, regarding events in Whistler be received and referred to staff.

CARRIED

Community
Enrichment
Program
Scholarship Thanks
File No. 3019

Moved by Councillor C. Jewett
Seconded by Councillor J. Ford

That correspondence from Ian Brett, thanking Council for the Community Enrichment Program Scholarship be received.

CARRIED

UBCM Resolution –
Fostering
Transportation
Network Services in
Small Communities
File No. 2014

Moved by Councillor J. Ford
Seconded by Councillor C. Jewett

That correspondence from Tate Bengtson, Chief Administrative Officer, City of Enderby, regarding a UBCM Resolution – Fostering Transportation Network Services in Small Communities be received.

CARRIED

UBCM Convention
Tradeshow
Invitation
File No. 2014

Moved by Councillor J. Grills
Seconded by Councillor C. Jewett

That correspondence from Jannie Bédard Guillemette, Communications and Stakeholder Engagement Officer, Office of the Administrator of the Fund for Railway Accidents Involving Designated Goods, regarding an invitation for the UBCM Convention Tradeshow be received.

CARRIED

Proclamation
Request –
International Day of
Older Persons
File No. 3009.1

Moved by Councillor C. Jewett
Seconded by Councillor J. Ford

That correspondence from Agnes Jackman, Board Member and Gudrun Langolf, President, Council of Senior Citizens' Organizations of B.C., requesting that October 1, 2019 be proclaimed International Day of Older Persons in Whistler be received, and so proclaimed.

CARRIED

Proclamation
Request – Fair
Employment Week
File No. 3009.1

Moved by Councillor R. Forsyth
Seconded by Councillor J. Ford

That correspondence from Terri Van Steinburg, President, Federation of Post-Secondary Educators of B.C., requesting that October 7 to 11, 2019 be proclaimed Fair Employment Week in Whistler be received, and so proclaimed.

CARRIED

RZ1157 – 5298 Alta
Lake Road
File No. RZ1157

Moved by Councillor C. Jewett
Seconded by Councillor D. Jackson

That five pieces of correspondence, regarding RZ1157 – 5298 Alta Lake Road from the following individuals:

- Barb and Russell Quinn;
- Anne Kennedy and Al Collis;
- Alan Linsley;
- Patrick Smyth; and
- Lindsay Lambert,

be received and referred to staff.

CARRIED

Animal
Responsibility
Bylaw
File No. 3009

Moved by Councillor J. Ford
Seconded by Councillor A. De Jong

That nine pieces of correspondence from the following individuals, regarding the Animal Responsibility Bylaw:

- Susan Maxwell;
- Lee Harrison;
- Karin Kausky;
- Johnny Mikes;
- Jennifer Bisset;
- Paula Del Bosco;
- Valerie Sicotte;
- Dale Stephens; and
- Jane and Dr. Chuck Ratzlaff

be received and referred to staff.

CARRIED

RZ1153 – 8975
Highway 99
File No. RZ1153

Moved by Councillor C. Jewett
Seconded by Councillor D. Jackson

That four pieces of correspondence, regarding RZ1153 – 8975 Highway 99 from the following individuals:

- Steve Donohoe
- Scott and Ruth Barrow
- Kate Roddick; and
- Sharryn Gonzalez,

be received and referred to staff.

CARRIED

TERMINATION

Moved by Councillor C. Jewett
Seconded by Councillor J. Grills

That the Regular Council Meeting of September 17, 2019 be terminated at 9:41 p.m.

Mayor, J. Crompton

Municipal Clerk, A. Banman



REPORT | INFORMATION REPORT TO COUNCIL

WHISTLER

PRESENTED: October 8, 2019

REPORT: 19-124

FROM: Corporate and Community Services

FILE: 4527

SUBJECT: SECOND QUARTER FINANCIAL REPORT – 2019

COMMENT/RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

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

RECOMMENDATION

That Council receive Information Report No. 19-124 Quarterly Financial Report for the six months ended June 30, 2019.

REFERENCES

Appendix “A” – Quarterly Financial Report for the six months ended June 30, 2019.

PURPOSE

The purpose of this Quarterly Report is to provide Council with a comparison of the annual budget amounts with year to date actual revenues and expenditures for operating departments and projects, and to advise Council of the investment holdings as of June 30, 2019.

DISCUSSION

Six months into the 2019 fiscal year overall operating revenues were at 76 per cent, and expenditures 49 per cent of their annual budgeted amounts. This compares to 82 per cent and 49 per cent respectively in the prior fiscal year.

Investment income, including changes in market values, for the six months ended June 30, 2019 was \$1,954,572 (unaudited). This is 74 per cent of the total budgeted investment income for the year. Future investment income is dependent upon the market conditions at that time. Most investment income is allocated to reserves in order to fund future expenditures, with some allocated to operations throughout the year. Additional commentary and financial information is provided in the report attached as Appendix “A”.

WHISTLER 2020 ANALYSIS

W2020 Strategy	TOWARD Descriptions of success that resolution moves us toward	Comments
Finance	The resort community effectively and efficiently balances its costs and expenditures	Quarterly financial reporting provides Council and the community with transparent access to current revenue and expense information throughout the fiscal reporting year.

OTHER POLICY CONSIDERATIONS

Council Policy A-3: Investments Policy requires reporting of investment holdings, and investment performance on an annual basis.

BUDGET CONSIDERATIONS

There are no direct external costs to prepare the quarterly financial report. All internal costs are accommodated within the annual operating budget of the municipality.

COMMUNITY ENGAGEMENT AND CONSULTATION

Financial information continues to be reported publicly on a regular basis.

SUMMARY

Municipal operating and project revenues and expenditures are reported with comparison to annual budget. Investment holdings and performance are reported as required by the investment policy.

Respectfully submitted,

Carlee Price
DIRECTOR OF FINANCE

for

Ted Battiston
GENERAL MANAGER OF CORPORATE AND COMMUNITY SERVICES

SECOND QUARTER FINANCIAL REPORT

FOR THE SIX MONTHS ENDED JUNE 30, 2019

The Resort Municipality of Whistler | October 08, 2019

THE PREMIER MOUNTAIN RESORT COMMUNITY
MOVING TOWARD A SUSTAINABLE FUTURE



INTRODUCTION

Quarterly financial reporting is being prepared by the Resort Municipality of Whistler as a means of providing the community, council and the organization with a regular overview of financial information. Quarterly financial reporting is a priority identified by council in the priority areas of fiscal responsibility and accountability.

The primary information provided in the quarterly report is a comparison of the annual budget amounts to actual revenues and expenditures for operating departments and projects. All financial information is based on preliminary, unaudited information reported from the municipal financial system as of the report date. Seasonal variations in municipal operations may affect the proportion of revenues achieved or expenditures incurred to date. This is particularly evident with projects as the project activity may not have commenced or may have incurred few actual expenditures as at the end of the reporting period.

This quarterly report provides information in five parts:

Commentary and charts, pages 2-4

Summary of Operational Results, page 5

- Summary of primary revenue categories, expenditures by division, and other expenditures and allocations
- Operational results are revenues and expenses that the municipality normally carries out on an annual basis.
- Operational costs are paid for by current year revenues.

Statements of Operational Results by Department, pages 6-11

Statements of Net Project Expenditures, pages 12-19

- Summary of net project expenditures
- Net project expenditures are project costs less funding, if any, from sources outside of the municipality.
- Projects are used to plan and account for transactions that do not take place every year. Examples include construction of a bridge, infrastructure maintenance and one-time activities or events.

Investments, pages 20-22

- Investment commentary
- Summary of investment holdings and returns
- Council Policy A-3 “Investments” sets out quarterly reporting requirements to Council for municipal investments.
- Previously prepared as a separate report, investment holdings, performance and any deviations from the policy are now consolidated into the quarterly financial report.

All amounts are presented on a non-consolidated basis which may give rise to some variations from amounts included in the actual Five-Year Financial Plan Bylaw. Non-consolidated means that subsidiary companies of the municipality (Whistler Housing Authority for example) are not included and, interdepartmental sales and purchases have not been removed. The Statements of Operational Results and, Net Project Expenditure are supplementary information and provide additional detail for readers. Quarterly financial reporting follows the fiscal year of the municipality which is January 1 through December 31.

Questions or comments about this report can be made by:

Email – budget@whistler.ca

Phone – 604-932-5535 (Toll free 1-866-932-5535)

COMMENTARY

Revenue

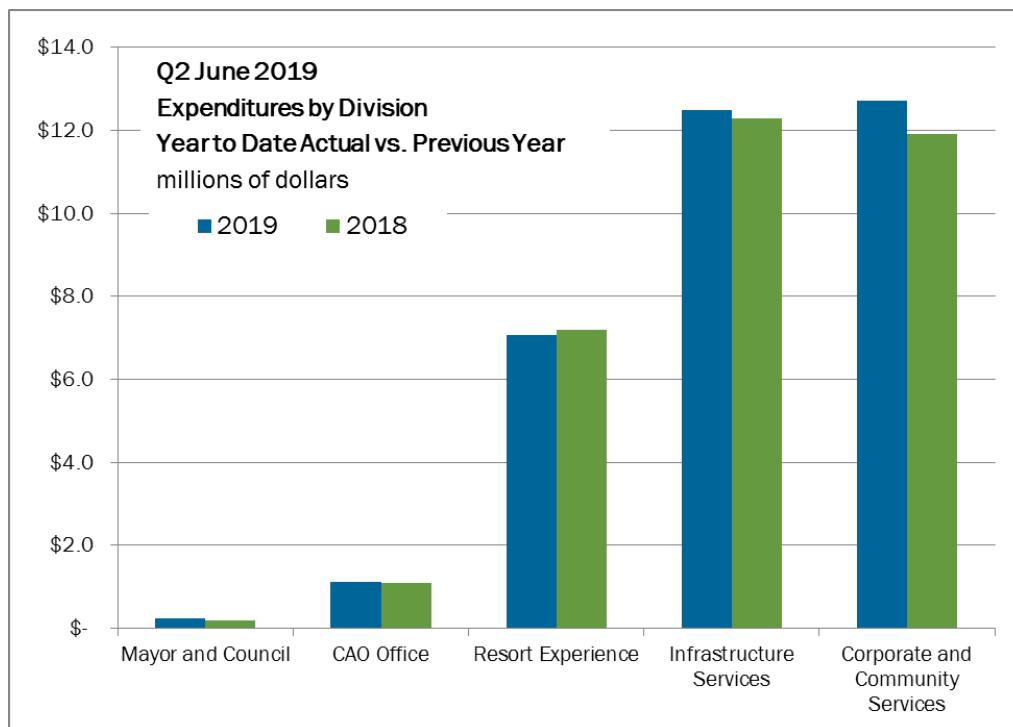
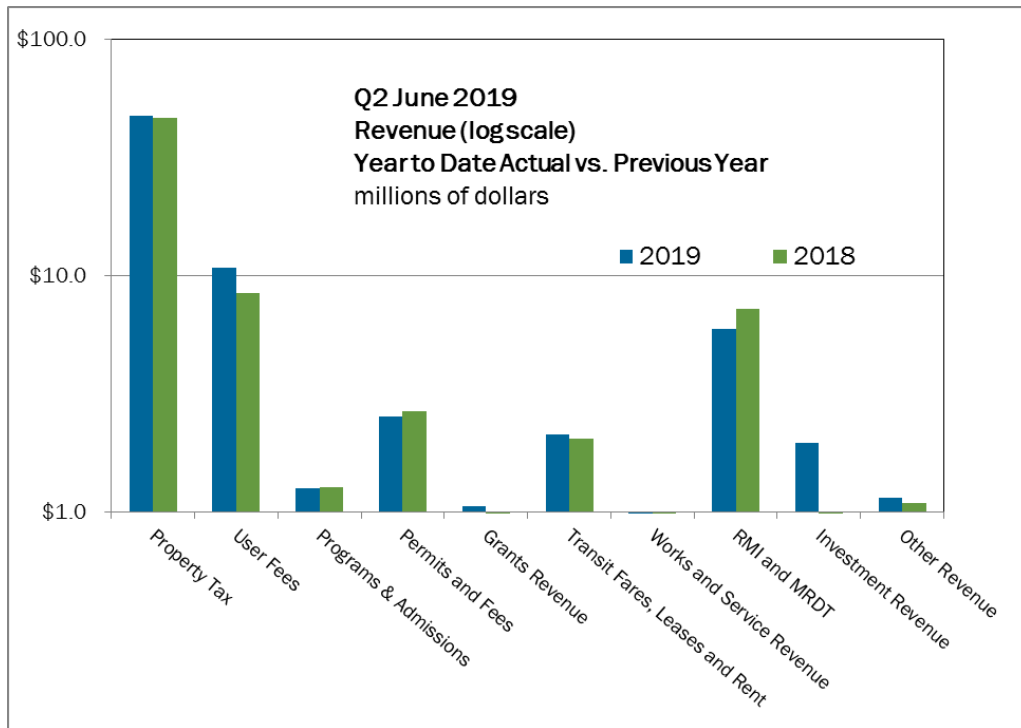
Six months into the 2019 fiscal year overall operating revenues were at 76% and divisional expenditures 49% of their annual budgeted amounts. This compares to 82% and 49% respectively in the prior fiscal year. A good portion of revenue is collected in the first half of the year; this is primarily due to completion of the property tax and utility user fee billing cycle during the second quarter. RMI and MRDT revenue is lower than 2018 due to the timing of receipt of RMI funds; this differential will correct itself in the third quarter. User Fees are higher than year-ago levels, which were affected by accounting adjustments related to linear assets. Interest Income is up.

Expenditures

Total divisional operating expenditures at the end of the second quarter are 49% of annual budget compared to 49% in the prior year. Operating expenditures to the end of the second quarter were \$1.0 million more than the comparable period one year ago.

Other seasonal variations and factors that impacted revenue and expenses in 2Q include:

- 99% of Property Tax revenue was collected by June 30, and 84% of User Fees, which includes water, sewer and solid waste user fees.
- Building permit revenue continued to slow, down \$300k from the same period in 2018. Parking revenue (also reported in Permits and Fees) was up, by a lower amount. Overall, this category reported slightly lower revenues in 2019 compared to 2018.
- Finance had recorded 70% of its budgeted annual amount of expenditures by the end of June. This department funds insurance for the organization and faced steeper than expected increase in rates for 2019 renewals.

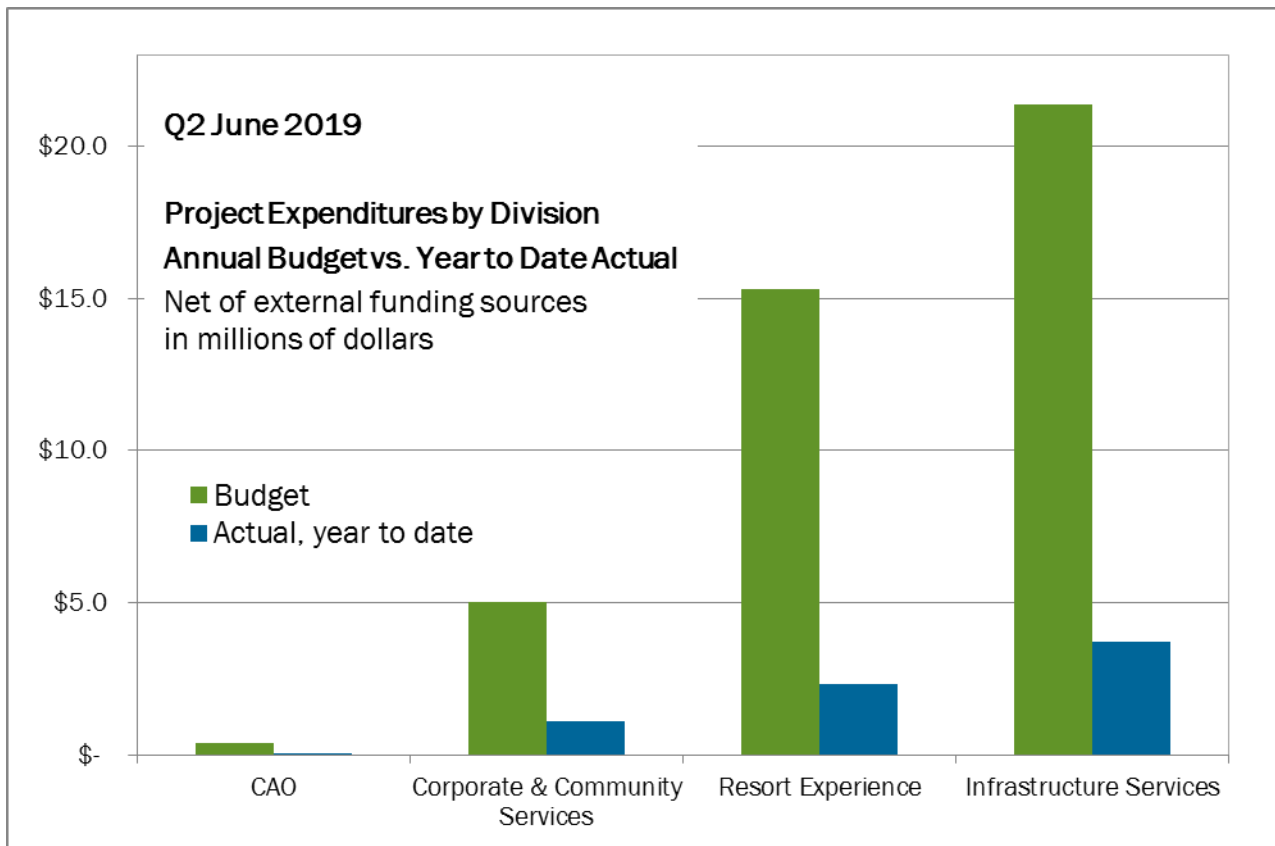


Projects

As of June 30, 2019, actual net project expenditures were 17.0% of total budgeted expenditure for the year. This number is slightly ahead of the average 1H proportionate spend from the preceding 5 years (16.5%)

A significant amount of project costs are not billed until later in the fiscal year, and not all budgeted project activities will necessarily take place during the fiscal year due to unplanned or unforeseen factors. As projects are usually funded from municipal reserves, financial resources not used during the year will remain in the reserves until required and this does not directly impact the operating surplus or deficit for future fiscal planning purposes.

Net expenditures by individual project can be found on the Statements of Net Project Expenditures.



Resort Municipality of Whistler
Summary of Operational Results
For the Quarter ended June 30, 2019 (Unaudited)

	Budget Annual	Actual Year to Date	% Budget	Prior Year Year to Date	Notes
Revenues					
Property Tax	48,122,022	47,661,221	99%	46,687,027	
User Fees	12,867,319	10,785,447	84%	8,470,988	1
Programs & Admissions	2,194,846	1,260,027	57%	1,275,333	
Permits and Fees	5,127,471	2,537,167	49%	2,671,379	
Grants Revenue	1,169,906	1,059,294	91%	629,896	
Transit Fares, Leases and Rent	3,657,536	2,127,414	58%	2,045,142	
Works and Service Revenue	1,602,377	191,866	12%	508,511	
RMI and MRDT	18,240,000	5,953,855	33%	7,253,839	2
Investment Revenue	2,634,632	1,954,572	74%	781,292	3
Other Revenue	2,262,762	1,150,094	51%	1,087,302	
	97,878,871	74,680,957	76%	71,410,709	
Divisional Operating Expenditures					
Mayor and Council	472,233	234,429	50%	202,043	
CAO Office	2,272,160	1,128,187	50%	1,097,464	
Resort Experience	15,788,147	7,068,668	45%	7,191,342	
Infrastructure Services	25,929,289	12,477,079	48%	12,271,122	
Corporate and Community Services	24,167,318	12,721,782	53%	11,901,688	
	68,629,147	33,630,145	49%	32,663,659	
Corporate Expenditures, Debt, Reserves and Transfers					
Wages and Benefits	-	125,733		18,893	
Miscellaneous	808,916	118,102		56,745	
External Partner Contributions	6,925,650	2,709,754	39%	1,527,751	
Long Term Debt	1,394,363	102,452	7%	(297,548)	
Debt Interest	687,644	340,472	50%	662,009	
Transfers to Other Funds	19,959,454	15,568,662	78%	6,328,218	
	30,584,943	19,083,278	62%	8,352,813	
Future Expenditures, Transfers, Reserve Contributions	(1,335,219)	21,967,535		30,394,237	

Notes:

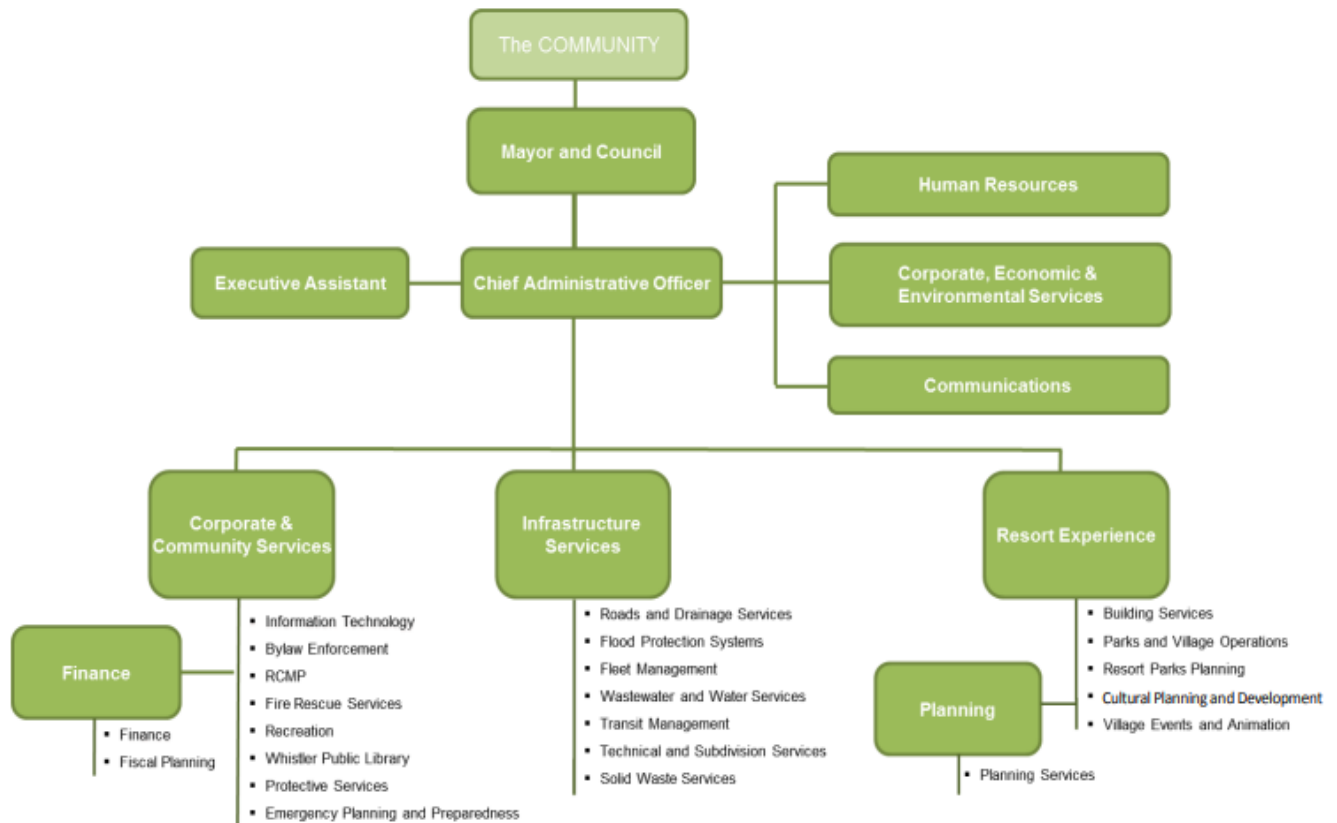
1. User Fees in 1Q18 included the recorded loss on asset disposal related to the reassignment of assets previously recorded as municipal to their appropriate (private) ownership.
2. 2018 RMI revenue included half of that year's annual payment. None of the 2019 RMI money had been received by June 30.
3. Investment income is disproportionately recorded in 2Q due to timing of maturities on long-dated GICs.

STATEMENTS OF OPERATIONAL RESULTS

Information is categorized by division and reported for each department within the division.

Revenues and expenses are reported separately for each department.

The diagram below illustrates the RMOW's organizational structure.



Resort Municipality Of Whistler
Statement of Operational Results by Department
For the six months ended June 30, 2019 (unaudited)

Division 1100 Mayor and Council	Budget 2019	Actuals 1Q 2019	% Budget Used to Date
Mayor & Council			
Revenues	0	(4,405)	n/a
Expenses	472,233	234,429	50%
Total	472,233	230,024	
Mayor and Council Total	472,233	230,024	
Division 1200 CAO Office	Budget 2019	Actuals 2019	% Budget Used to Date
Administrator			
Revenues	0	0	0%
Expenses	721,210	356,193	49%
Total	721,210	356,193	
Communications			
Revenues	0	0	0%
Expenses	592,461	270,708	46%
Total	592,461	270,708	
Human Resources			
Revenues	0	0	0%
Expenses	958,490	501,285	52%
Total	958,490	501,286	
CAO Office Total	2,272,160	1,128,187	

Division 5000 Resort Experience	Budget 2019	Actuals 2019	% Budget Used to Date
Cultural Planning and Development			
Revenues	0	0	0%
Expenses	160,090	80,466	50%
Total	160,090	80,466	
Village Events and Animation			
Revenues	(3,529,756)	(3,473,786)	98%
Expenses	3,701,591	1,574,756	43%
Total	171,835	(1,899,030)	
Division Administration			
Revenues	(40,000)	(40,000)	100%
Expenses	340,813	185,244	54%
Total	300,813	145,244	
Resort Operations			
Revenues	(2,755,968)	(2,686,993)	97%
Expenses	5,466,900	2,479,858	45%
Total	2,710,932	(207,135)	
Facilities			
Revenues	(901,328)	(162,516)	18%
Expenses	2,557,982	1,064,285	42%
Total	1,656,654	901,768	
Environment Stewardship			
Revenues	(43,235)	(36,263)	84%
Expenses	495,453	199,952	40%
Total	452,218	163,689	
Planning			
Revenues	(69,350)	(32,180)	46%
Expenses	1,782,497	889,687	50%
Grants & Contributions	(120,000)	(47,097)	39%
Project Expenditures	123,500	46,750	38%
Total	1,716,647	857,160	
Building Department Services			
Revenues	(1,454,221)	(462,872)	32%
Expenses	1,159,321	547,671	47%
Total	(294,900)	84,799	
Resort Experience Total	6,874,289	126,960	

Division 6000 Infrastructure Services	Budget 2019	Actuals 2019	% Budget Used to Date
Infrastructure Services Administration			
Revenues	0	0	0%
Expenses	327,908	146,836	45%
Total	327,908	146,836	
Development Services/Energy Mgmt			
Revenues	(13,500)	(4,130)	31%
Expenses	621,358	315,521	51%
Total	607,858	311,391	
Transportation			
Revenues	0	(1,726)	n/a
Expenses	2,562,021	1,237,826	48%
Total	2,562,021	1,236,100	
Central Services			
Revenues	(2,711,194)	(1,331,271)	49%
Expenses	2,660,570	1,328,707	50%
Total	(50,624)	(2,564)	
Solid Waste			
Revenues	(7,262,919)	(4,395,673)	61%
Expenses	6,102,774	2,763,553	45%
Total	(1,160,145)	(1,632,119)	
Transit			
Revenues	(3,894,500)	(2,729,659)	70%
Expenses	7,266,400	3,635,055	50%
Total	3,371,900	905,396	
Water Fund			
Revenues	(6,984,727)	(7,085,752)	101%
Expenses	3,198,408	1,240,143	39%
Total	(3,786,319)	(5,845,609)	
Sewer Fund			
Revenues	(8,394,800)	(7,797,414)	93%
Expenses	5,006,101	3,295,313	66%
Total	(3,388,699)	(4,502,100)	
Infrastructure Services Total	(1,516,101)	(9,382,670)	

Division 7000 Corporate and Community Services	Budget 2019	Actuals 2019	% Budget Used to Date
Finance			
Revenues	(102,000)	(61,005)	60%
Expenses	2,079,750	1,459,284	70%
Total	1,977,750	1,398,280	
Legislative Services			
Revenues	(7,000)	(712)	10%
Expenses	928,499	394,071	42%
Total	921,499	393,359	
Information Technology			
Revenues	(65,558)	(33,300)	51%
Expenses	1,642,033	975,680	59%
Total	1,576,475	942,380	
Protective Services			
Revenues	(4,486,356)	(2,728,746)	61%
Expenses	6,905,455	3,458,777	50%
Total	2,419,099	730,031	
Fire Rescue Service			
Revenues	(50,000)	(51,515)	103%
Expenses	4,739,395	2,341,757	49%
Total	4,689,395	2,290,242	
Whistler Public Library			
Revenues	(161,400)	(109,575)	68%
Expenses	1,307,002	678,539	52%
Total	1,145,602	568,963	
Recreation			
Revenues	(1,429,631)	(902,479)	63%
Expenses	2,494,933	1,264,495	51%
Total	1,065,302	362,016	

Continued on next page

Division 7000 Corporate and Community Services (con't)	Budget 2019	Actuals 2019	% Budget Used to Date
Meadow Park Sports Centre			
Revenues	(1,988,406)	(1,032,843)	52%
Expenses	3,794,050	2,011,135	53%
Total	1,805,644	978,291	
Corporate and Community Services General			
Revenues	0	0	0%
Expenses	276,199	138,044	50%
Total	276,199	138,044	
Corporate and Community Services Total	16,329,185	3,999,643	

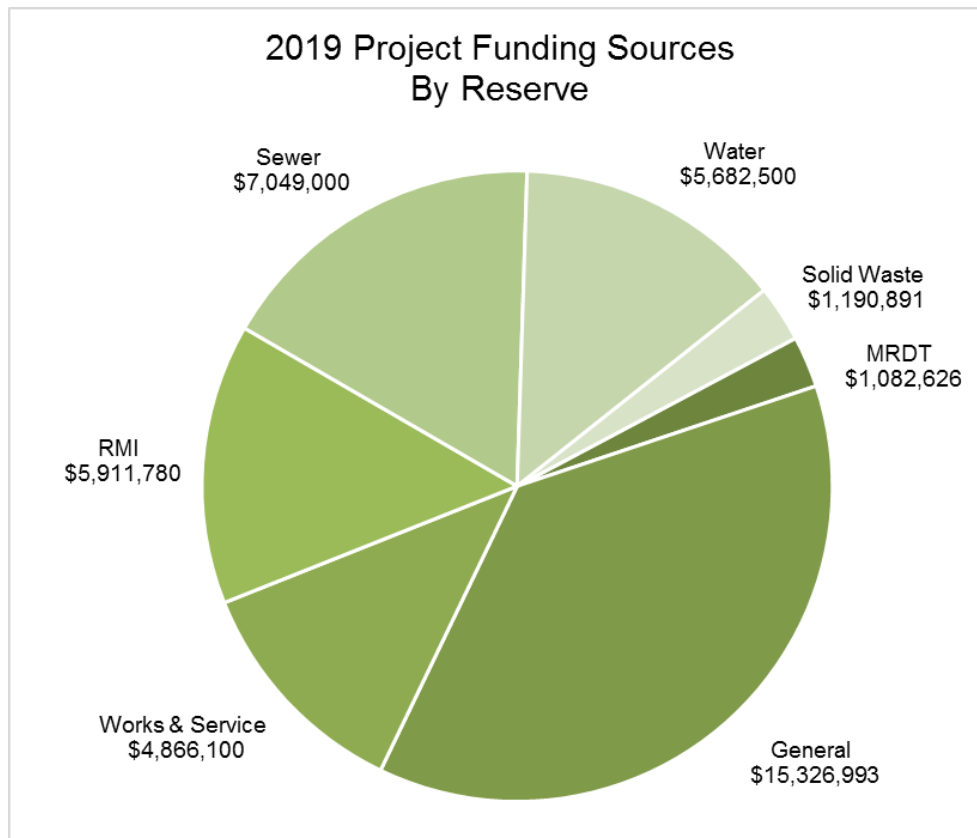
Division 8000 Corporate Accounts	Budget 2019	Actuals 2019	% Budget Used to Date
General Fund			
Revenues	(45,262,615)	(78,758,613)	174%
Expenses	4,071,960	35,870,032	881%
Total	(41,190,655)	101,551	
Corporate Accounts Total	(41,190,655)	101,551	

Division 9000 Whistler 2020 Development Corporation	Budget 2019	Actuals 2019	% Budget Used to Date
Wh 2020 Dev Corp			
Revenues	0	(32,439)	n/a
Expenses	0	10,145	n/a
Total	0	(22,294)	
Whistler 2020 Development Corporation Total	0	(11,322)	

STATEMENTS OF NET PROJECT EXPENDITURE

Projects are used to plan and account for transactions that do not take place every year and are most often funded from municipal reserves. Projects can vary in size and carry over many years. At any given time, a division may have several projects in progress. Current policy is to allocate an annual budget to the project based on the work anticipated for the coming year.

For 2019 the budgeted amount to be funded from reserves and external sources is \$41.1 million. The chart below provides a breakdown of funding sources for projects in 2018 and the amount that each will be contributing.



Projects are sorted by division and categorized as follows:

Annual Recurring Projects

Projects that are carried out on a regular, periodic basis but the type and scope of the work may change. Maintenance and reconstruction projects for example.

Continuing Projects

Projects that were planned for a prior year and will continue into the next year.

New Projects

Projects that have a start and end date within the five year financial plan and, are not an annual recurring project.

For the six months ended June 30, 2019 (unaudited)

DIVISION 1200 CAO Office	Annual Budget	Actuals YTD	YTD% of Budget
Annual Recurring Projects			
Audain Art Museum-Founders Program	25,000	-	-
Website	20,000	5,866	29%
Home Energy Assessment Rebate	18,000	2,550	14%
Corporate Communications	40,000	16,331	41%
Attendance Management Program	10,000	-	-
Continuing Projects			
Project Managers Working Group Support	5,000	-	-
Mayors Task Force on Resident Housing	68,500	10,334	15%
Economic Development Initiatives	2,500	-	-
Sister City - Karuizawa	25,000	301	1%
New Projects			
Les Deux Alpes	30,000	-	-
EPI Initiatives	34,480	180	1%
Legacy lands fiscal/legal planning	20,000	-	-
Visitor Awareness Guides	50,000	-	-
Collective Bargaining	20,000	-	-
CAO Office Total	368,480	35,562	10%

Resort Municipality of Whistler

Statement of Project Position

For the three months ended March 31, 2019 (unaudited)

DIVISION 5000 Resort Experience	Annual Budget	Actuals YTD	YTD% of Budget
Annual Recurring Projects			
Conference Centre Annual Building Reinvestment	150,000	-	-
Village Enhancement	170,000	12,139	7%
Parks Accessibility Program	15,000	8,445	56%
Village Square & Mall Rejuvenation - Way-finding	115,000	-	-
Building Department File Scanning	20,000	2,679	13%
Cultural Connector	75,000	40,971	55%
Planning Initiatives	170,000	80,452	47%
Valley Trail Reconstruction	160,000	-	-
Building General Improvements	50,000	1,164	2%
Recreation Trail Program	110,000	902	1%
Park Operations General Improvement	250,000	34,154	14%
Alpine Trail Program	350,000	38,775	11%
Municipal Hall Continuing Improvements	57,000	-	-
Building Asset Replacement Program	190,000	96,660	51%
WVLC Parkade Rehabilitation Program	2,300,000	5,553	0%
Annual Electrical Maintenance	65,000	3,667	6%
Seismic and emergency power review	117,920	17,239	15%
Tennis Court Reconstruction	75,000	215	0%
Cheakamus Crossing Light Replacment Program	28,000	28,034	100%
Continuing Projects			
Geopark	125,000	5,770	5%
Interpretive Panels	100,000	452	0%
Heritage Initiatives	75,000	-	-
Learning and Education Initiatives	177,500	16,544	9%
Valley Trail Cycling Review	30,000	16,045	53%
Artificial Turf Field	630,000	859	0%
Park Master Planning	140,000	5,656	4%
Maury Young Arts Centre External Signage Upgra	35,000	-	-
Park and Trail Asbuilt Surveys	15,000	-	-
Access Control Upgrades	39,000	-	-
PWY worker safety and yard configuration planning	80,000	-	-
Meadow Park Rejuvenation	100,000	-	-
Valley Trail Access and Safety Improvements	125,000	12,120	10%

Continued on next page.

Resort Municipality of Whistler

Statement of Project Position

For the three months ended March 31, 2019 (unaudited)

DIVISION 5000 Resort Experience (con't)	Annual Budget	Actuals YTD	YTD% of Budget
Continuing Projects			
WAG Kennel upgrades	140,000	197	0%
Recreational Trailheads	310,000	2,458	1%
MPSC Cardio Room Expansion	1,289,000	39,399	3%
New Projects			
Bayly Park Improvements	14,000	-	-
Lost Lake Gateway Improvements	-	-	n/a
Village Washroom Buildings	3,052,000	62,251	2%
PWY Utilities Storage Enclosure	220,000	1,833	1%
Municipal Hall Air Conditioning	166,000	-	-
Subdivision Sign Rejuvenation	70,000	-	-
Electric Vehicle Charging Station	15,000	-	-
PWY Office upgrades and EOC overlay	25,000	-	-
Park Washroom - Counter Top Rejuvenation	40,000	-	-
Alta Vista Works Yard - training room upgrades	20,000	-	-
Recreation BCA Building Upgrades	46,446	-	-
REX - BCA report Building Upgrades	830,385	-	-
Rainbow to Scotia Creek VT	100,000	-	-
VT Millar Creek to Function	1,266,500	11,351	1%
Village Stroll light replacement	240,000	-	-
CECAP Trail Hardening	50,000	-	-
MPSC Building Envelope Repairs	67,100	-	-
MPSC – Natorium HVAC Replacement	1,200,000	-	-
Lupin Lane Valley Trail Lighting	185,200	-	-
Rainbow Park Rejuvenation	-	-	n/a
Alta Vista to Nita Lake Valley Trail Lighting	-	-	n/a
Resort Experience Total	15,300,851	545,984	4%

Resort Municipality of Whistler

Statement of Project Position

For the three months ended March 31, 2019 (unaudited)

DIVISION 6000 Infrastructure Services (con't)	Annual Budget	Actuals YTD	YTD% of Budget
Annual Recurring Projects			
Compost Facility-Annual Reconstruct	150,000	2,900	2%
Solid Waste Annual Reconstruction	250,000	3,246	1%
Upgrade - Emerald Water System	200,000	90,189	45%
Solid Waste Outreach Program	105,000	4,414	4%
Civic Platform Infrastructure Services	240,000	-	-
Water Annual Upgrades	50,000	52,814	106%
Reservoirs and Intakes	1,134,000	41,350	4%
Watermains	3,120,000	11,692	0%
Water Operating Capital	358,500	21,772	6%
Sewer Annual Upgrades	50,000	(2,387)	-5%
Sewer Operating Capital	590,000	52,236	9%
Sewer Mains	3,620,000	24,526	1%
WWTP Annual Upgrades	50,000	19,801	40%
WWTP Primary Treatment Upgrades	130,000	52,843	41%
WWTP General Buildings	31,000	-	-
WWTP Operating Capital	195,000	21,094	11%
Upgrade Roads	1,150,000	86,634	8%
Fitz Creek Gravel Removal	400,000	1,080	0%
Bridge Reconstruction Program	35,000	-	-
Fitz Creek Debris Barrier & Sediment Basin	45,000	2,750	6%
Flood Plain Mapping	375,000	(28,441)	-8%
Bus Shelter-Stop Upgrades	110,000	-	-
LED Streetlight Replacement	25,000	-	-
Tapley's Flood Protection Improvements	20,000	-	-
Traffic Studies and Initiatives to support TAG	75,000	2,488	3%
Daylot Storm water Monitoring	20,000	3,878	19%
Upgrade Day Lot 5	50,000	-	-
Fleet Replacement	3,264,813	766,067	23%
Central Services Annual Reconstruct	255,000	-	-
Rebuild PWY Central Services Admin Areas	2,000	-	-
Utility BCA Building Upgrades	-	-	-
Solid Waste BCA Building Upgrades	55,891	-	-
Central Services Maintenance	25,000	-	-

Continued on next page.

Resort Municipality of Whistler

Statement of Project Position

For the three months ended March 31, 2019 (unaudited)

DIVISION 6000 Infrastructure Services (con't)	Annual Budget	Actuals YTD	YTD% of Budget
Continuing Projects			
Air Quality Monitoring Cheakamus Crossing	30,000	1,970	7%
Traffic Light Replacement	25,000	-	-
Storm Water Infrastructure Annual Monitoring	65,000	7,298	11%
Pedestrian VT along Hwy 99 from Whistler Cay to V	25,000	-	-
New Projects			
West Side Alta Lake Sewers	100,000	-	-
Replacement - Function Junction Sewer Access B	450,000	-	-
Composter Wood Chip Storage Building Construct	1,100,000	983,725	89%
Composter PLC replacement	-	-	-
Solid Waste - Streetscape system improvements	30,000	-	-
Compost HVAC & Heating System Upgrade	600,000	-	-
Water Wells	20,000	-	-
Water Pump Station	-	-	-
Pressure Reducing Valve Station	80,000	-	-
Water SCADA	5,000	2,669	53%
Water Metering Program	535,000	-	-
Decommission - Water Infrastructure	-	-	-
Sewer Lift Station	1,325,000	37,098	3%
Sewer Trunk Main Upgrade	50,000	30,112	60%
Sewer SCADA	10,000	2,083	21%
Decommission - Sewer Infrastructure	-	-	-
WWTP Fermenter Upgrades	-	-	-
WWTP Biological Reactor Upgrades	-	-	-
WWTP Solids Handling Upgrades	100,000	-	-
WWTP Secondary Treatment Upgrades	58,000	-	-
WWTP SCADA Upgrades	10,000	690	7%
Fitz Gravel Compensation Channel Feasibility Hyd	50,000	-	-
Blackcomb Way Travel Optimization Study	-	-	-
Gondola Transit Exchange	80,000	(831)	-1%
Highway Intersection Upgrades	35,000	-	-
Nesters Crossing Impound Yard	400,000	-	-
Infrastructure Services Total	21,364,204	2,295,760	11%

Resort Municipality of Whistler

Statement of Project Position

For the three months ended March 31, 2019 (unaudited)

DIVISION 7000	Annual	Actuals	YTD% of
Corporate and Community Services	Budget	YTD	Budget
Annual Recurring Projects			
Sea to Sky Corridor Evacuation Transportation Plan	40,000	(251)	-1%
Computer Systems Replacement	176,000	18,325	10%
Local Infrastructure & Server Room	272,000	67,534	25%
Library Furniture and Equipment	62,000	5,098	8%
Library Collection	134,600	45,172	34%
Recreation Equipment	163,535	13,771	8%
Recreation Infrastructure Replacement	783,614	49,947	6%
General Improvements - Environment	30,000	4,531	15%
GIS Layer Update Project	30,000	-	-
Invasive Species Management	31,000	15,500	50%
Firefighting Equipment Replacement	97,720	-	-
Community Wildfire Protection	1,445,550	30,183	2%
Bear Management Program	75,200	1,534	2%
FireSmart Program	235,375	2,754	1%
Technical Rescue Program	26,000	998	4%
Live Fire training prop	7,200	349	5%
Protective Services events and communication	18,000	-	-
Ecosystem Monitoring Program	30,000	-	-
Continuing Projects			
Information Governance Project	84,710	9,585	11%
Reserve Policy Planning	20,000	13,200	66%
UBCM Conventions	-	-	-
Parking Meter upgrades	48,500	38,148	79%
Emergency Program	55,000	10,396	19%
Library Infrastructure & Improvements	191,500	3,989	2%
Recreation Accessibility Upgrades	20,000	-	-
Whistler Olympic Plaza Ice Rink	20,000	-	-
Employee Professional Development	10,400	5,884	57%
Wildfire Protection	85,000	-	-
RCMP Building/Protective Services Renovation	60,000	-	-
Fire Hall 1 Spatial Needs Analysis	40,000	3,844	10%

Continued on next page.

DIVISION 7000	Annual	Actuals	YTD% of
Corporate and Community Services (con't)	Budget	YTD	Budget
New Projects			
Council Governance	15,000	-	-
Comprehensive Fees and Charges Bylaw	-	-	-
Bylaw Revisions	16,000	170	1%
Council Meeting Management Software	30,000	-	-
First Nations Relations	32,000	-	-
Corporate Software	354,750	52,777	15%
Payroll and Benefits Optimization	10,000	-	-
RMOW Geographic Information System (GIS)	116,000	2,652	2%
RMOW Civic Platform	30,000	6,495	22%
MPSC Parking Lot Upgrades	70,000	-	-
Project Fires Record Management System	24,500	-	-
Corporate and Community Services Total	4,991,154	402,585	8%
RMOW TOTAL	42,024,689	3,260,740	8%

INVESTMENTS

Investment holdings of the Municipality at June 30, 2019, had a market value of \$63,520,284. A list of investment holdings and yields is provided below.

The Municipality holds investment balances in order to earn investment income on funds that are not currently required for operations, projects or capital purposes. Funds held for capital purposes often makes up the largest portion of the investment holdings; these amounts represent savings accumulated over time that will typically not be expended until years in the future. Operating cash balances also exist, particularly in 3Q when most property tax payments are received by the Municipality. Conversely investment holdings are often at their lowest in the months just prior to the property tax collection date.

Investment income, including changes in market values, for the six months ended June 30, 2019 was \$1,954,572 (unaudited). This is 74% of the total budgeted investment income for the year. Future investment income is dependent upon the market conditions at the time. Most investment income is allocated to reserves to fund future expenditures with some allocated to operations throughout the year.

Investment Holdings and Yields

At June 30, 2019

<u>Investment</u>	<u>Held By</u>	<u>Yield</u>	<u>Market Value</u>	<u>Maturity</u>
NSCU GIC	<i>North Shore Credit Union</i>	2.90%	\$2,499,217	3/12/2021
CWB GIC	<i>Raymond James</i>	3.25%	\$4,069,452	12/17/2023
Short Term Bond Fund	<i>Municipal Finance Authority</i>		\$12,445,457	
Various	<i>RBC DS (details follow)</i>		<u>\$44,506,158</u>	
TOTAL INVESTMENT PORTFOLIO			\$63,520,284	

Royal Bank Dominion Securities

ASSET REVIEW

(Exchange rate 1USD = 1.30965 CAD as of JUNE 28, 2019)

SECURITY SYMBOL	QUANTITY/ SEGREGATED	MKT. PRICE	BOOK COST	MARKET VALUE
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FIXED INCOME

TANGERINE BANK GIC - ANNUAL DUE 07/16/2019 2.700%	3,000,000 3,000,000	100.000	3,000,000.00	\$3,077,005.47
NAT'L BANK OF CANADA GIC - ANNUAL DUE 09/23/2019 2.700%	2,500,000 2,500,000	100.000	2,500,000.00	\$2,551,595.90
HSBC BANK CANADA GIC - ANNUAL DUE 10/17/2019 2.550%	2,500,000 2,500,000	100.000	2,500,000.00	\$2,544,363.03
TANGERINE BANK GIC - ANNUAL DUE 10/22/2019 2.600%	2,500,000 2,500,000	100.000	2,500,000.00	\$2,544,342.48
HSBC BANK CANADA GIC - ANNUAL DUE 07/23/2020 2.150%	2,000,000 2,000,000	100.000	2,000,000.00	\$2,040,054.80
TANGERINE BANK GIC - ANNUAL DUE 07/23/2020 2.200%	3,000,000 3,000,000	100.000	3,000,000.00	\$3,061,479.45
NAT'L BANK OF CANADA GIC - ANNUAL DUE 07/23/2020 2.200%	3,000,000 3,000,000	100.000	3,000,000.00	\$3,061,479.45
RES TORONTO DOMINION BANK ENT NON GEN PRIN CYC 5X8 NVCC CALLABLE 9/30/2020 DUE 09/30/2020	3,421,923 3,421,923	97.137	2,999,999.89	\$3,323,953.34
RES BANK OF NOVA SCOTIA BOOK-ENTRY PRIN NVCC CALLABLE 12/8/2020 DUE 12/08/2020	3,379,139 3,379,139	96.738	2,999,999.60	\$3,268,911.49
RES BANK OF MONTREAL PRIN CYC CC62026 DUE 06/01/2021	2,420,626 2,420,626	95.775	2,150,000.01	\$2,318,354.55
BANK OF NOVA SCOTIA SR UNSEC DEP NTS DUE 12/02/2021 1.900% JD 02	3,000,000 3,000,000	99.888	2,974,500.00	\$3,000,700.26
NATIONAL BANK OF CANADA DUE 03/18/2022 2.105% MS 18	2,000,000 2,000,000	100.337	1,998,000.00	\$2,018,504.94
ROYAL BANK OF CANADA SR UNSECURED SERIES DPNT DUE 03/21/2022 2.000% MS 21	3,000,000 3,000,000	100.061	2,979,000.00	\$3,018,103.98

Continued on next page.

CPN PROVINCE OF NOVA SCOTIA	3,436,032	94.559	2,999,999.53	\$3,249,077.50
BOOK ENTRY ONLY	3,436,032			
DUE 06/01/2022				
YTM AT PURCHASE DATE 2.000%				
CPN PROVINCE OF MANITOBA	3,187,000	90.781	2,731,259.00	\$2,893,190.47
BOOK ENTRY ONLY	3,187,000			
DUE 03/05/2024				
ROYAL BANK OF CANADA	1,000,000	98.841	1,000,000.00	\$989,823.70
EXT 12/04/2024 STP UP DPST NTS	1,000,000			
2.15-3.25% 12/18-12/24				
DUE 12/04/2024 2.150% JD 04				
Total Value of Fixed Income			41,332,758.03	\$42,960,940.81

FOREIGN SECURITIES

WELLS FARGO & CO	1,520,000	101.659	1,489,600.00	\$1,545,216.80
DUE 05/19/2026 2.975% MN 19	1,520,000			
Total Value of Foreign Securities			1,489,600.00	\$1,545,216.80

Total Value of All Securities			42,822,358.03	\$44,506,157.61
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THE RESORT MUNICIPALITY OF WHISTLER

Host Mountain Resort
2010 Olympic and Paralympic
Winter Games

4325 Blackcomb Way
Whistler, BC Canada V0N1B4
www.whistler.ca

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



REPORT | ADMINISTRATIVE REPORT TO COUNCIL

PRESENTED: October 8, 2019
FROM: Resort Experience
SUBJECT: SEC29 – 1017 MADELEY PLACE – FLOODPLAIN EXEMPTION

REPORT: 19-125
FILE: SEC29

COMMENT/RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

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

RECOMMENDATION

That Council authorize the Mayor and Municipal Clerk to amend the Section 219 flood protection covenant CA1075296 registered on the title of 1017 Madeley Place to attach the report from Kontur Geotechnical Consultants Inc., dated June 16, 2019, confirming that the proposed building location and design including habitable basement are safe for the intended residential use.

REFERENCES

Location: 1017 Madeley Place
Legal: PID 028-042-620 Lot 2 District Lot 8073 Group 1 New Westminster District Plan EPP1759
Owner: Thomas Samy El Banna
Zoning: RS11 (Residential Single Family 11)
Appendices "A" – Location Map

PURPOSE OF REPORT

This Report seeks Council's consideration to authorize an amendment to Section 219 flood protection covenant CA1075296 registered on the title of 2017 Madeley Place to allow the development of a new single family dwelling with habitable basement consistent with the geotechnical report from Kontur Geotechnical Consultants Inc., dated June 16, 2019, which provides recommendations for flood protection and confirms that the proposed building location and design are safe for the intended residential use. The covenant is proposed to be amended to attach the report and its recommendations, which will be registered on title of the property and addressed as part of building permit approval.

DISCUSSION

The application seeks to modify flood protection covenant CA1075296 to construct a single detached dwelling with habitable basement on the undeveloped lot at 2017 Madeley Place.

The existing flood protection covenant (CA1075296) registered on title sets out flood proofing requirements for the entire Cheakamus Crossing neighbourhood based on an original geotechnical report prepared by Kerr Wood Leidal Associates Ltd. report. The report, appended to the covenant, assigns minimum buildings elevations (MBEs) to specific properties. The MBE assigned to Lot 2 (1017

Madeley Place) is 613 metres which is 0.5 metres above the existing parcel elevation of 612.5 metres and The applicant proposes to construct the dwelling with the upper two floors above the MBE, and with a habitable basement level at 610.1 metres.

Council previously considered and approved a modification to covenant CA1075296 for this property on March 26, 2019. Since that time, a revised geotechnical report has been received based on an updated foundation structural design and a more detailed flood analysis. The revised geotechnical report confirms that the proposal is safe for the use intended. Staff recommend that flood protection covenant CA1075296 be amended to attach the revised site specific geotechnical report prepared by Kontur Engineering and dated June 11, 2019.

Staff note that similar floodplain covenant modifications were approved for adjacent properties located at 1007 and 1037 Madeley Place. The dwellings for these sites have now been constructed and occupied.

BUDGET CONSIDERATIONS

There are no significant budget implications associated with this proposal. The application fees provide for recovery of costs associated with processing this application.

COMMUNITY ENGAGEMENT AND CONSULTATION

None required.

SUMMARY

This application is before Council for consideration to authorize an amendment to Section 219 covenant CA1075296 registered on the title to attach the revised report from Kontur Geotechnical Consultants Inc., dated June 16, 2019, confirming that the proposed building location and design including habitable basement are safe for the intended residential use.

Respectfully submitted,

Stephanie Johnson
PLANNING ANALYST, MCIP RPP

for
Jan Jansen
GENERAL MANAGER OF RESEORT EXPERIENCE

APPENDIX A

**Floodplain Exemption
Application No. SEC29
1017 Madeley Place**



Subject Property



REPORT | ADMINISTRATIVE REPORT TO COUNCIL

PRESENTED: October 8, 2019
FROM: Resort Experience
SUBJECT: DVP1182 – 3565 FALCON CRESCENT – CONCRETE RETAINING WALL
SETBACK VARIANCES

REPORT: 19-126
FILE: DVP1182

COMMENT/RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

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

RECOMMENDATION

That Council approve the issuance of Development Variance Permit no. 1182 for the proposed development located at 3565 Falcon Crescent to:

- a) Vary the front setback for a concrete retaining wall from 2 metres to 0.9 metres; and
- b) Permit this wall to be a maximum of 3.0 metres in height;

as shown on the Architectural plans dated July 10, 2019 prepared by Stark Architecture and attached as Appendix “B” to Administrative Report to Council No. 19-126.

REFERENCES

Location: 3565 Falcon Crescent
Legal: Plan LMS103 Lot 6 District Lot 1755 New Westminster District Group 1, & DI 4751, T
PID: 017-431-522
Owner: Will McKay & Co. Ltd.
Zoning: RS1 (Single Family Residential One)
Appendices: “A” – Location Map
“B” – Architectural Plans

PURPOSE OF REPORT

This Report seeks Council’s consideration for variances to “Zoning and Parking Bylaw No. 303, 2015” to request a reduction to setback and height requirements for a concrete retaining wall in conjunction with the development of a new detached dwelling in Blueberry.

Council has the authority to vary “Zoning and Parking Bylaw No. 303, 2015” through Section 498 of the *Local Government Act*.

DISCUSSION

Background

This property is a steep and rocky site in the Blueberry neighbourhood (please see Appendix “A”). A home is currently under construction on the site and in order to achieve the design goals for the home the applicants are proposing a sloped concrete retaining wall in a portion of the front setback. Specifically, the wall will assist with the integration of the garage and lower floor into the site and retains landscaping around the garage. It will also assist with screening hydro and gas meters and accentuates the look of the building nestled into the site.

The wall slopes upward from the front property line as shown on the plans (Appendix “B”). It is proposed to be approximately 0.6 metres in height at a distance of 0.9 metres from the front property line and will slowly rise in height to a maximum of 3 metres toward the 5 metre garage setback area. The wall was designed to be as low as possible where close to the property line. A landscaping bed will be installed in front of the wall. The dwelling meets all other Zoning Bylaw regulations.

The regulations for retaining walls are contained within Part 5: General Regulations of the Zoning Bylaw and provide setback and height requirements when these walls are located outside of the building envelope. These are summarized in the table below.

Variance Request	Zoning and Parking Bylaw No. 303, 2015 Regulation
Vary the front setback for a concrete retaining wall from 2 metres to 0.9 metres. Permit this wall to be a maximum of 3.0 metres in height.	Section 5.7.1 – The following features are permitted in setback areas: (d) landscape features including planters, stairs, walkways, decks, retaining walls and decorative walls, provided such features are not greater than 0.6 metres in height above any point of the adjacent grade and are set back at least one metre from any side parcel line and at least two metres from the front and rear parcel lines. (Bylaw No. 916)

WHISTLER 2020 ANALYSIS

W2020 Strategy	TOWARD Descriptions of success that resolution moves us toward	Comments
Built Environment	Limits to growth are understood and respected.	The proposal conforms to all other Zoning Bylaw regulations.
	The built environment is attractive and vibrant, reflecting the resort community's character, protecting viewscapes and evoking a dynamic sense of place.	This proposal is considered to be consistent with the neighbourhood character.

DVP 1182 – 3565 Falcon Crescent - proposed retaining wall setback variances - does not move our community away from any of the adopted Whistler2020 Descriptions of Success.

OTHER POLICY CONSIDERATIONS

Development Variance Permit Criteria

Staff have established criteria for consideration of development variance permits. The proposed variances are considered to be consistent with these criteria as described in the table below.

Potential Positive Impacts	Comment
Complements a particular streetscape or neighbourhood.	The wall is a minor feature that will project into the front setback in order to achieve a number of goals in developing the home. It is designed to slope downwards toward the property line and will screen unsightly gas and hydro meters from the street. Landscaping will be installed in front of the wall.
Works with the topography on the site, reducing the need for major site preparation or earthwork.	The wall follows the site topography and will mostly be screened by landscaping.
Maintains or enhances desirable site features, such as natural vegetation, trees and rock outcrops.	Not applicable.
Results in superior siting with respect to light access resulting in decreased energy requirements.	Not applicable.
Results in superior siting with respect to privacy.	Not applicable.
Enhances views from neighbouring buildings and sites.	Not applicable.

Potential Negative Impacts	Comments
Is inconsistent with neighbourhood character.	The wall will be screened by a landscaping bed and is not expected to affect neighbourhood character.
Increases the appearance of building bulk from the street or surrounding neighbourhood.	Does not increase building bulk.
Requires extensive site preparation.	Not applicable.
Substantially affects the use and enjoyment of adjacent lands (e.g. reduces light access, privacy, and views).	Does not affect adjacent lands.
Requires a frontage variance to permit greater gross floor area, with the exception of a parcel fronting a cul-de-sac.	Not applicable.
Requires a height variance to facilitate gross floor area exclusion.	Not applicable.
Results in unacceptable impacts on services (e.g. roads, utilities, snow clearing operations).	Not applicable.

Zoning and Parking Bylaw No. 303, 2015

The property is zoned RS1 (Single Family Residential One). The requested variances to “Zoning and Parking Bylaw No. 303, 2015” are described in the Discussion section of this report. The proposal meets all other regulations of “Zoning and Parking Bylaw No. 303, 2015.”

BUDGET CONSIDERATIONS

There are no significant budget implications with this proposal. Development Variance Permit application fees provide for recovery of costs associated with processing this application.

COMMUNITY ENGAGEMENT AND CONSULTATION

A sign describing DVP 1182 is posted on the property.

Notices were sent to surrounding property owners in September, 2019. At the time of writing this report, no letters have been received from neighbours. Any letters received following the preparation of this report will be presented to Council at the time of consideration of the application.

SUMMARY

Development Variance Permit no. 1182 seeks Council's consideration for variances to "Zoning and Parking Bylaw No. 303, 2015" regarding setback and height requirements for a concrete retaining wall in conjunction with the development of a new detached dwelling at 3565 Falcon Crescent.

Respectfully submitted,

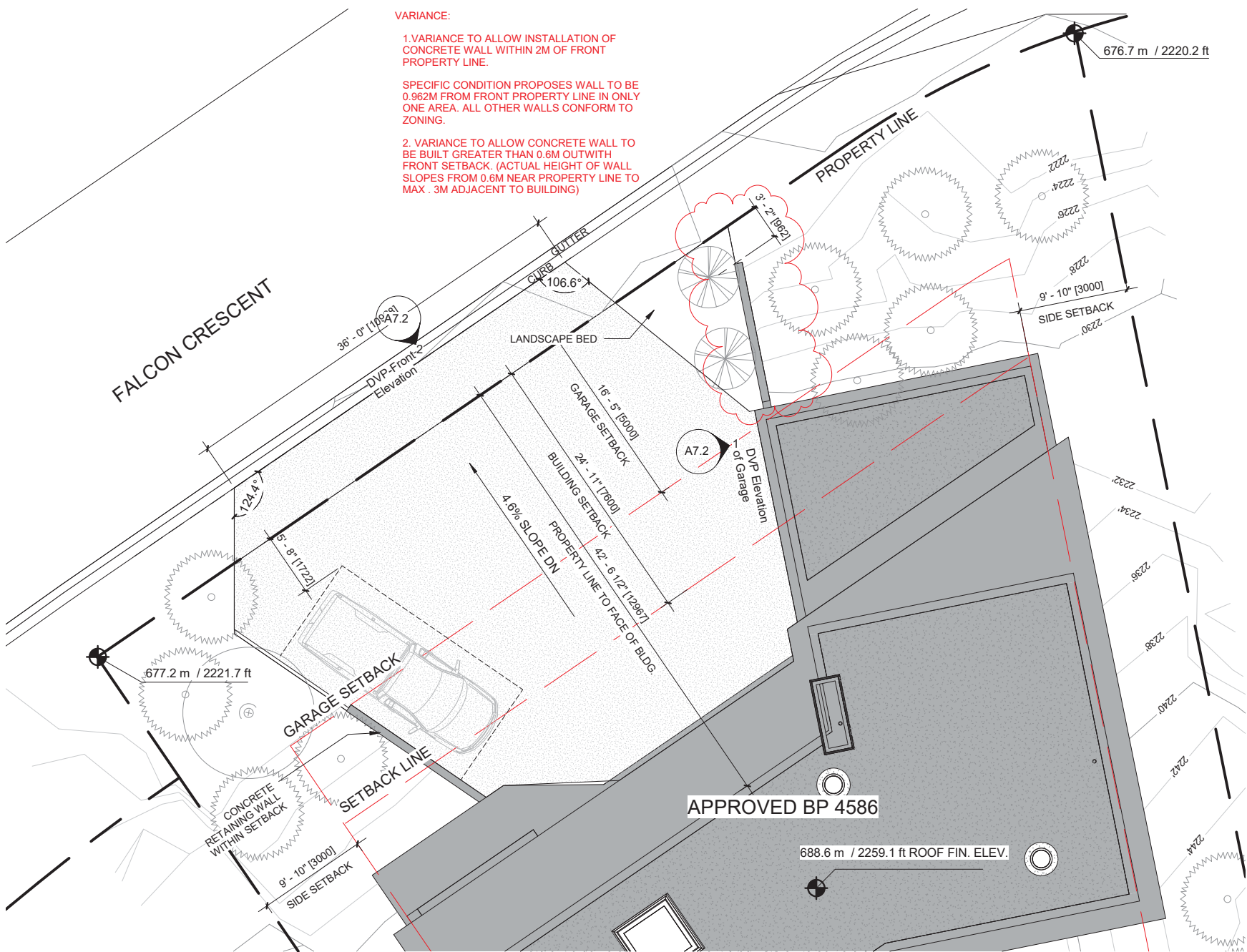
Brook McCrady
PLANNING ANALYST

for
Jan Jansen
GENERAL MANAGER OF RESORT EXPERIENCE

APPENDIX A

LOCATION MAP





VARIANCE:

1. VARIANCE TO ALLOW INSTALLATION OF CONCRETE WALL WITHIN 2M OF FRONT PROPERTY LINE.

SPECIFIC CONDITION PROPOSES WALL TO BE 0.962M FROM FRONT PROPERTY LINE IN ONLY ONE AREA. ALL OTHER WALLS CONFORM TO ZONING.

2. VARIANCE TO ALLOW CONCRETE WALL TO BE BUILT GREATER THAN 0.6M OUTWITH FRONT SETBACK. (ACTUAL HEIGHT OF WALL SLOPES FROM 0.6M NEAR PROPERTY LINE TO MAX . 3M ADJACENT TO BUILDING)

STARK
architecture

Stark Architecture Ltd.
316 - 402 W. Pender St
Vancouver, BC V6B 1T6
t: 604 620 1210
e: contact@starkarch.com

Falcon
Crescent
Residence
3565 Falcon Crescent

Stamp

DVP - Concrete
Wall Variance

July 10th, 2019

DVP - Site Plan

1/8" = 1'-0" A7.1

1.VARIANCE TO ALLOW INSTALLATION OF CONCRETE WALL WITHIN 2M OF FRONT PROPERTY LINE.

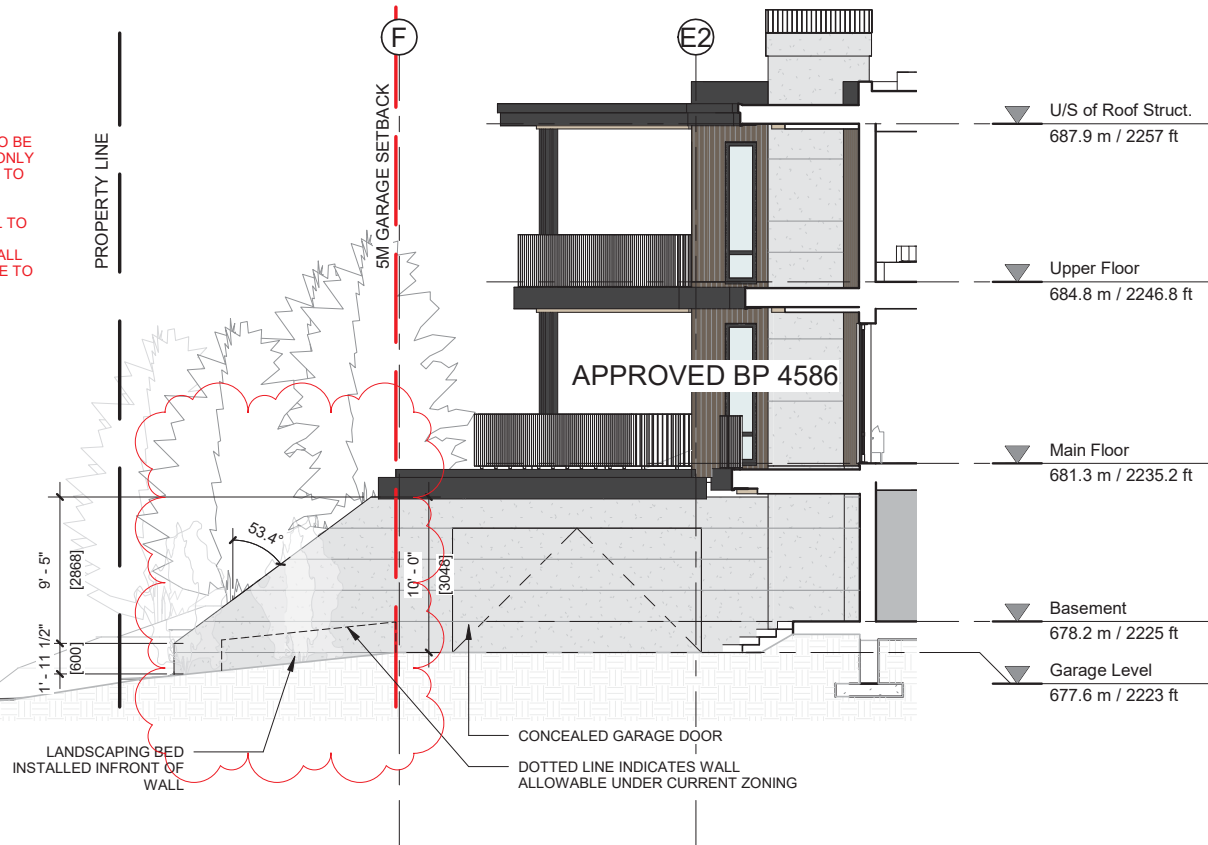
SPECIFIC CONDITION PROPOSES WALL TO BE 0.962M FROM FRONT PROPERTY LINE IN ONLY ONE AREA. ALL OTHER WALLS CONFORM TO ZONING.

2. VARIANCE TO ALLOW CONCRETE WALL TO BE BUILT GREATER THAN 0.6M OUTWITH FRONT SETBACK. (ACTUAL HEIGHT OF WALL SLOPES FROM 0.6M NEAR PROPERTY LINE TO MAX . 3M ADJACENT TO BUILDING)

2. VARIANCE TO ALLOW CONCRETE WALL TO BE BUILT GREATER THAN 0.6M OUTWITH FRONT SETBACK. (ACTUAL HEIGHT OF WALL SLOPES FROM 0.6M NEAR PROPERTY LINE TO MAX . 3M ADJACENT TO BUILDING)

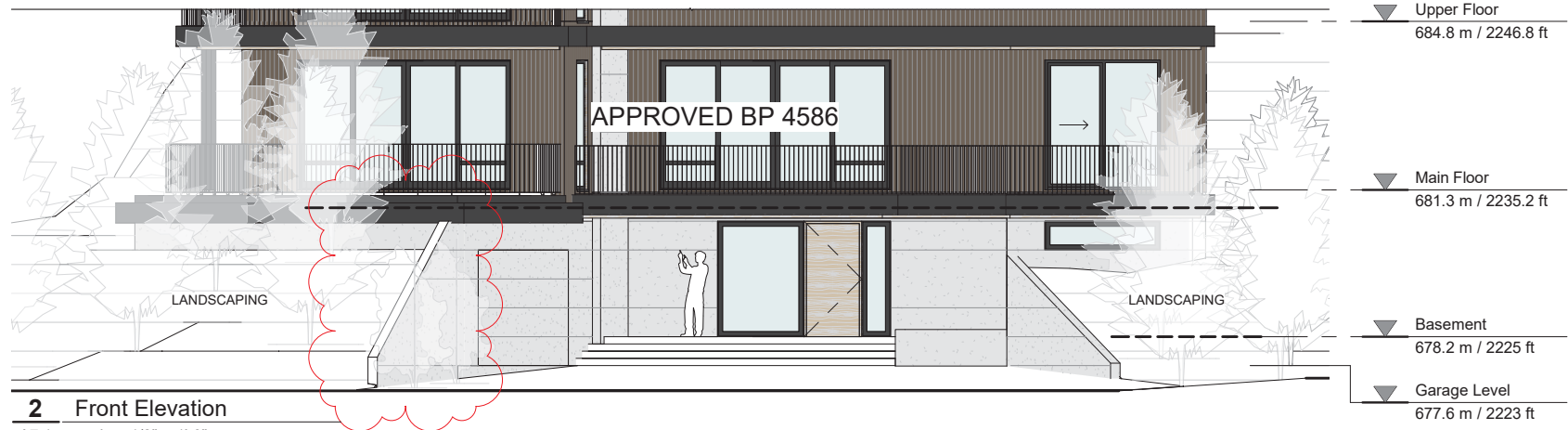
1 DVP Elevation of Garage

A7.1 scale : 1/8" = 1'-0"



2 Front Elevation

A7.1 scale : 1/8" = 1'-0"



STARK
architecture

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Falcon
Crescent
Residence
3565 Falcon Crescent

Stamp

DVP - Concrete Wall Variance

July 10th, 2019

DVP - Elevations

1/8" = 1'-0" **A7.2**



REPORT | ADMINISTRATIVE REPORT TO COUNCIL

PRESENTED: October 8, 2019
FROM: Resort Experience
SUBJECT: DP1679 – 1200 ALPHA LAKE ROAD – AUXILIARY RESIDENTIAL DWELLING UNIT

REPORT: 19-127
FILE: DP1679

COMMENT/RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

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

RECOMMENDATION

That Council approve the revised plans for Development Permit DP1679 for the proposed auxiliary residential dwelling unit at 1200 Alpha Lake Road, as per the revised drawings labelled SK01, SK02, SK03, SK04, SK05, and SK06, dated September 2019, prepared by Allie Shiell Architect, and attached as Appendix “B” to Administrative Report No. 19-127.

REFERENCES

Location: 1200 Alpha Lake Road
Legal Description: Lot A, DL 4120, 5624, 7863 and 7979, GP1, NWD, Plan 8757
Current Zoning: IS6 (Industrial Service 6)
Appendices: “A” – Site Location Map
“B” – Architectural Drawings

Administrative Report to Council No. 19-076 - DP 1679 – 1200 Alpha Lake Road – Auxiliary Residential Dwelling Unit, June 11, 2019 (not attached).

PURPOSE OF REPORT

This Report seeks Council’s approval of revised design drawings for an auxiliary residential dwelling unit at 1200 Alpha Lake Road that was previously given Development Permit approval by Council in June of this year. The revised design addresses snow shed issues and provides for more cost effective and efficient engineering and construction. As the design affects the entire building, the new revised design requires Council approval.

DISCUSSION

Background

The subject property is located in Function Junction, and the new auxiliary building is located at the rear of the parcel, as indicated on Appendix “A” - Site Plan. The design that was approved by Council in June is for an auxiliary residential dwelling unit (ARDU) on the second storey of an existing building that is used for refuse and recycling on the ground floor.

Proposed Development

The revised design is intended to simplify the construction, reduce the need for engineering, and resolve an issue with snow shedding into the entrance area for the ARDU. Specifically, the changes are as per the architectural drawings attached to the report as Appendix “B”, and are described by the architect as follows:

Form:

The existing trusses (4:12 pitch) for the existing refuse enclosure will be reused to roof the new second storey living/bathroom/office area. A new flat roof will cover the proposed new bedrooms. This roof is able to cantilever over the deck space/entry area to provide cover and mitigate any snow shedding onto the exterior deck that surrounds the living unit as well as spaces below.

Materials:

Fiber cement (Hardie Board or similar) is proposed for the cladding of the proposed development. A vibrant red matching the red used for the main building at 1200 Alpha Lake Road) is proposed for the upper living unit in combination with a medium/light grey - again to match 1200 Alpha Lake Road - at lower level.

Fascia boards and guardrails/handrails are to be a deep brown colour to match 1200 Alpha Lake Road. The pitched roof will be in a matching grey metal, with the flat roof finished with a torch-on membrane.

Overall, the design changes are summarized as altering the roof line, changing the building colour and realigning walls to simplify construction. There are no changes to building siting, gross floor area or parking.

WHISTLER 2020 ANALYSIS

The proposed auxiliary residential dwelling unit at 1200 Alpha Lake Road does not move our community away from any of the adopted Whistler 2020 Descriptions of Success.

OTHER POLICY CONSIDERATIONS

Zoning Analysis

The proposed design is consistent with the regulations of the IS6 Zone.

Official Community Plan

The revised design is consistent with the guidelines for DP Area No. 7 as presented as follows:

DP Guideline	Proposed Development
<i>The development should be designed to ensure that the building is appropriately situated in accordance with parking, loading and landscaping requirements.</i>	The building location is at the rear of the site, and doesn't interfere with parking, loading or access. There are no impacts to the landscaping at the site.
<i>All surface parking areas must be enhanced with landscaping and berms. Parking areas must provide adequate areas for snow storage and drainage.</i>	Existing landscaping, parking, snow storage and drainage are unaffected by the proposal.

<i>Comprehensive signage programs are required and must be consistent with building design.</i>	N/A
<i>The Municipality may specify areas of land that are located above flood levels to remain free of development to control erosion or protect banks where existing conditions may lead to erosion.</i>	<p>The proposed building is located in an area of the property that is already disturbed, and is not within the riparian assessment area (within 30m) of Millar Creek. A Qualified Environmental Professional (QEP) assessed the site with relation to another flow path that was shown on the mapping to be within 30m of the proposed building.</p> <p>The QEP determined that the flow path adjacent to the site does not meet the definition of 'watercourse' under "Zoning and Parking Bylaw No. 303", and is not considered to be a stream as defined in the Riparian Areas Regulation (RAR). Thus the QEP determined that no further consideration for RAR is required.</p>
<i>The natural boundary of streams shall remain free of development except in accordance with any conditions contained in the permit to control erosion or protect banks.</i>	

BUDGET CONSIDERATIONS

There are no budget considerations.

COMMUNITY ENGAGEMENT AND CONSULTATION

An information sign has been posted on the property as per the Development Permit Application requirements. No comments or concerns have been received.

SUMMARY

This Report seeks Council's approval of revised design drawings for an auxiliary residential dwelling unit at 1200 Alpha Lake Road that was previously given Development Permit approval by Council in June of this year. Staff recommend approving the application as proposed.

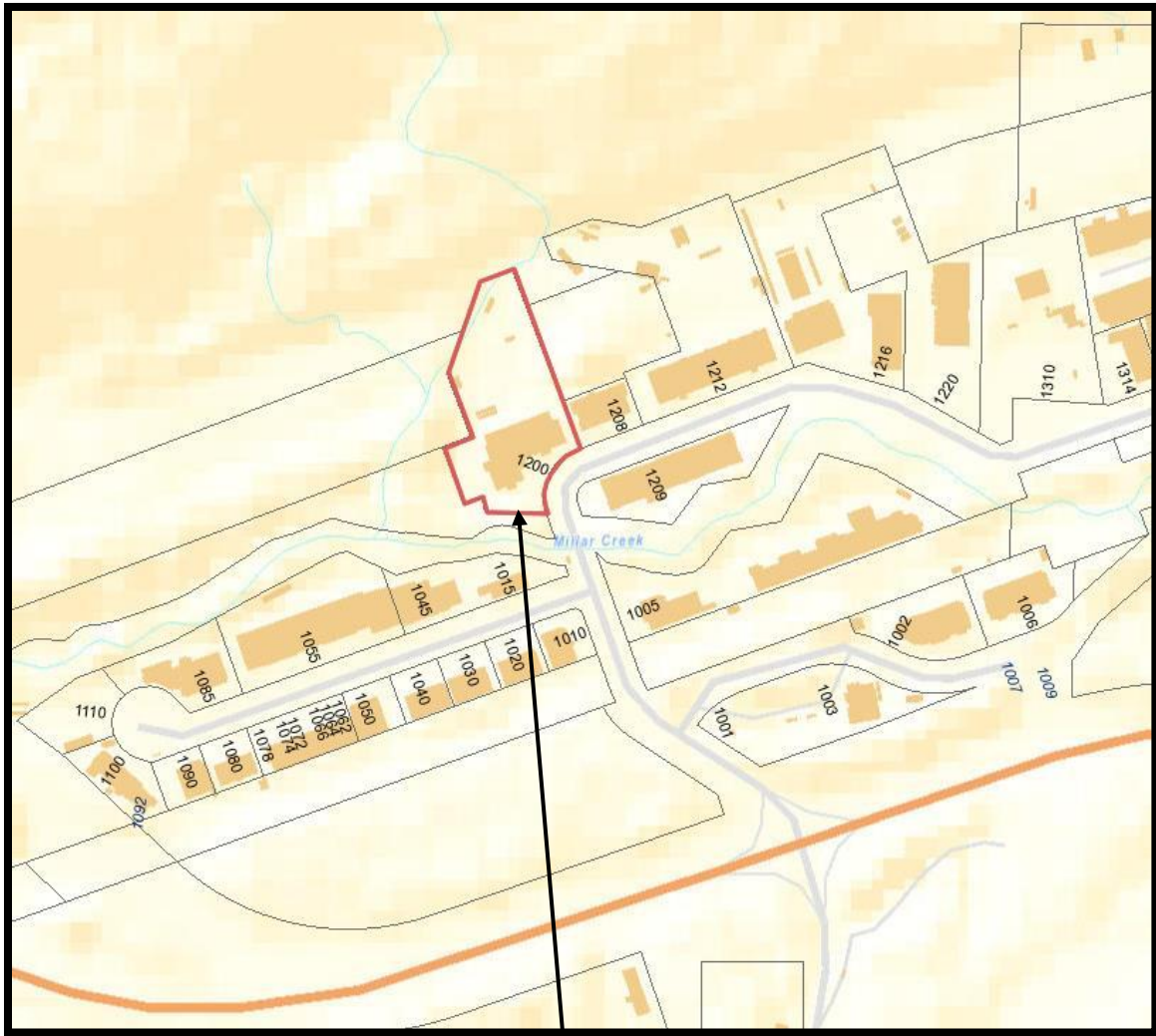
Respectfully submitted,

Tracy Napier
PLANNING ANALYST

for
Jan Jansen
GENERAL MANAGER OF RESORT EXPERIENCE

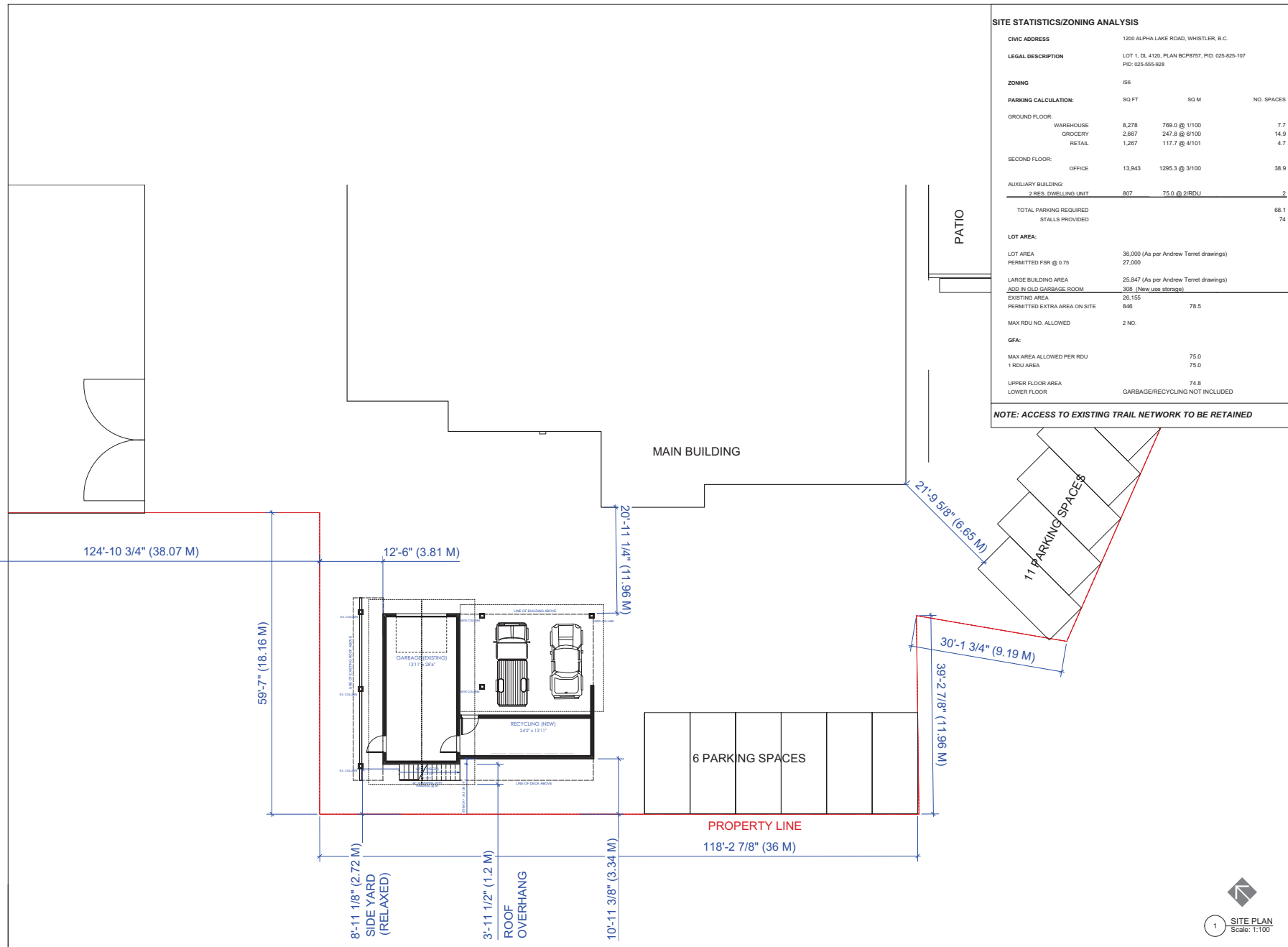
DP1679 – Auxiliary Residential Dwelling Unit

1200 Alpha Lake Road, Function Junction



SUBJECT PROPERTY

Appendix B

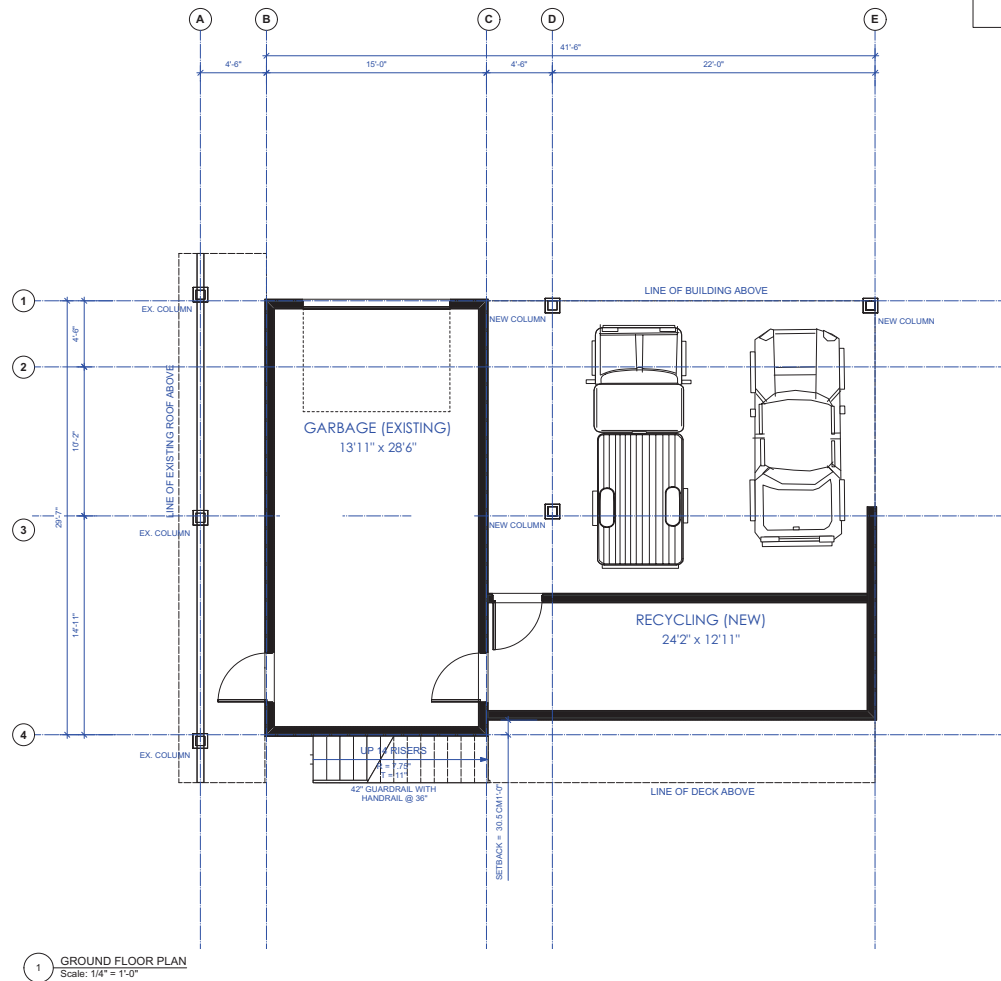


FOR DEVELOPMENT PERMIT			
No.	Date	Issue Notices	
<p>1. This drawing is not to be scaled. Dimensions are approximate. Any discrepancies noted on this drawing must be reported to the consultant immediately.</p> <p>2. By using this document the client agrees that the consultant's liability for services including negligence and omissions is strictly limited to the value of fees paid. This client agrees to indemnify and defend the consultant in the event of third party claims alleging negligence or injury as a result of services rendered.</p>			
<p>Project Title</p> <p style="text-align: center;">1200 ALPHA LAKE RD WHISTLER, BC</p>			
<p>Sheet Title</p> <p style="text-align: center;">SITE PLAN</p>			
<p>Date</p> <p>SEPT 2019</p>		<p>Project ID</p> <p>1922</p>	
<p>Drawn By</p> <p>AS</p>		<p>Scale</p> <p>AS NOTED</p>	
		<p>Sheet No.</p> <p>SK01</p>	
<p>CAD File Name</p> <p>1922-3_001</p>			

**NOTE: STRUCTURE IS DESIGNED TO MEET
THE STANDARD DESIGN FOR WILDLIFE PROOF MANAGMENT.
ALSO REFER TO SOLID WASTE MANAGEMENT PLAN.**

PROPOSED CONTAINERS

TYPE:	NO:	DESCRIPTION:	DIMENSIONS:
TYPE A	3	YARD BINS	42" D x 72" L x 38" H
TYPE B	3	65 GALLON TOTES	36" D, x 27" L x 45.6" H
TYPE C	2	65 GALLON TOTES	32" D x 25" L x 41.8" H
TYPE D	1	35 GALLON TOTES	19" D x 19" L x 27" H



FOR DEVELOPMENT PERMIT

No.	Date	Issue Notes

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Project Title: 1200 ALPHA LAKE RD
WHISTLER, BC

MAIN FLOOR PLAN

Date: SEPT 2019	Project ID: 1922
Drawn By: AS	Scale: AS NOTED
CAD File Name: 1922-001	SK02

PERMITTED HEIGHT = 5M or 16.4.8"
FROM AVG. GRADE

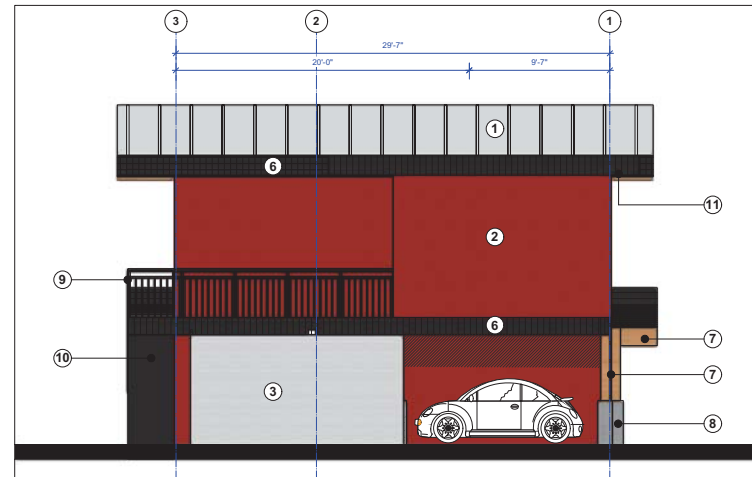


1. This drawing is not to be scaled. Dimensions are approximate. Any discrepancies noted on this drawing must be reported to the consultant immediately.

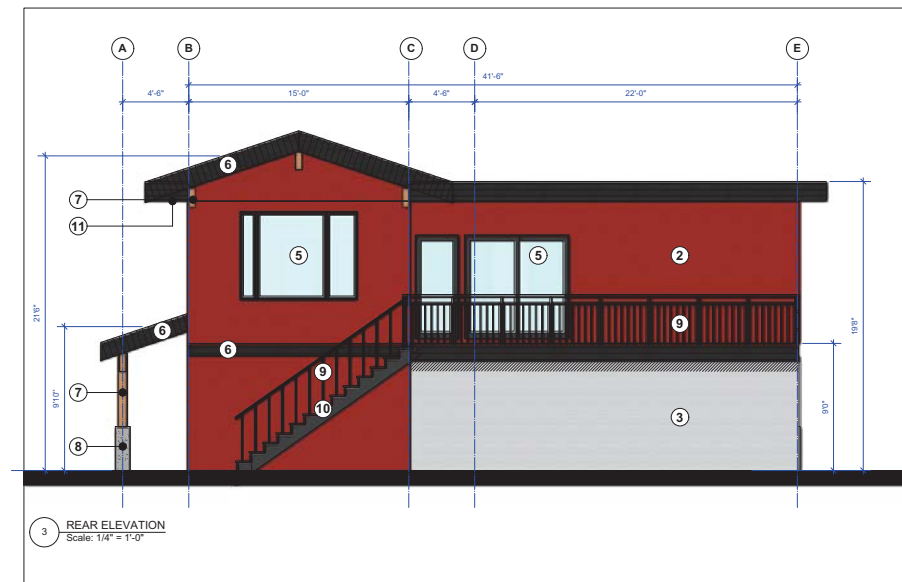
2. By using this document the client agrees that the consultant's liability for services including negligence and omissions is strictly limited to the value of fees paid. The client agrees to indemnify and defend the consultant in the event of third party claims alleging negligence and or injury as a result of services rendered.



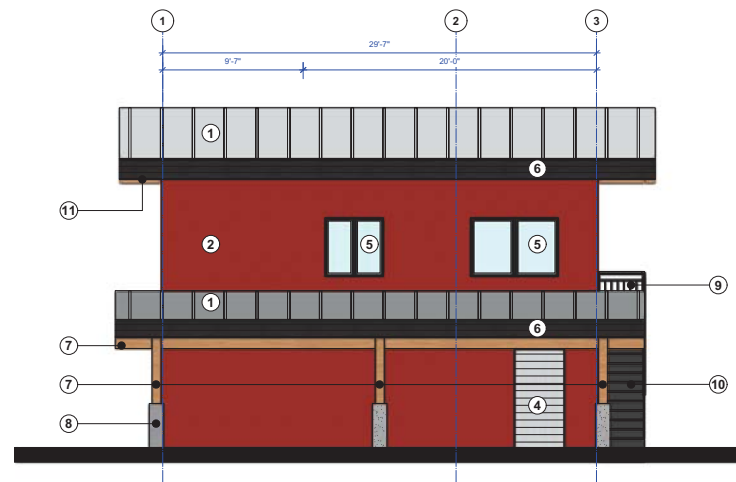
1 FRONT ELEVATION
Scale: 1/4" = 1'-0"



2 SIDE ELEVATION
Scale: 1/4" = 1'-0"



3 REAR ELEVATION
Scale: 1/4" = 1'-0"



4 SIDE ELEVATION
Scale: 1/4" = 1'-0"

EXTERIOR FINISHES

1. METAL ROOFING (LIGHT GREY)
2. FIBER CEMENT (RED)
3. FIBER CEMENT (LIGHT GREY)
4. METAL DOOR (LIGHT GREY)
5. METAL WINDOW (DARK BROWN)
6. WOODEN FASCIA/BELLYBOARD (DARK BROWN)
7. OLULAM POST/BEAM
8. ARCHITECTURAL CONCRETE
9. METAL BALUSTRADE/HANDRAIL (DARK BROWN)
10. METAL GRATED STAIR (DARK BROWN)
11. TIMBER SOFFIT (CLOSED)
12. TORCH-ON TO FLAT ROOF (NOT SHOWN)

FOR DEVELOPMENT PERMIT

No.	Date	Issue Notes

1. This drawing is not to be scaled. Dimensions are approximate. Any discrepancies noted on this drawing must be reported to the consultant immediately.
2. By using this document the client agrees that the consultant's liability for services including negligence and omissions is strictly limited to the value of fees paid. The client agrees to indemnify and defend the consultant in the event of third party claims arising from negligence and/or injury as a result of services rendered.

Project Title: 1200 ALPHA LAKE RD
WHISTLER, BC

Sheet Title: EXTERIOR FINISHES 1

Date: SEPT 2019	Project ID: 1922
Drawn By: AS	Scale: AS NOTED
CAD File Name: 1922-001	

SK05



REPORT | ADMINISTRATIVE REPORT TO COUNCIL

PRESENTED: October 8, 2019
FROM: Resort Experience
SUBJECT: AMENDMENTS TO ZONING AND SIGN BYLAWS TO REMOVE TEMPORARY USE PERMIT REQUIREMENT FOR HOME-BASED ARTIST STUDIOS

REPORT: 19-128
FILE: RZ1163

COMMENT/RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

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

RECOMMENDATION

That Council consider giving first and second readings to “Zoning Amendment Bylaw (Delete Temporary Use Permits for Home-Based Artist Studios) No. 2242, 2019”;

That Council authorize staff to schedule a public hearing for “Zoning Amendment Bylaw (Delete Temporary Use Permits for Home-Based Artist Studios) No. 2242, 2019”, and to advertise for same in the local newspaper; and

That Council consider giving first and second readings to “Sign Bylaw Amendment Bylaw (Home-Based Artist Studios) No. 2247, 2019”.

REFERENCES

“Zoning Amendment Bylaw (Delete Temporary Use Permits for Home-Based Artist Studios) No. 2242, 2019” (Not attached)

“Sign Bylaw Amendment Bylaw (Home-Based Artist Studios) No. 2247, 2019” (Not attached)

Administrative Report to Council No. 15-139 – Community Cultural Plan Implementation: Home-Based Artist Studios, Community Cultural Facilities and Artist/Artisan Markets, dated November 17, 2015 (Not attached)

Administrative Report to Council No. 16-094 – Fees For Home-Based Artist Studios, dated July 26, 2016 (Not attached)

PURPOSE OF REPORT

The purpose of this Report is to present two bylaw amendments to Council to remove the temporary use permit (TUP) requirement for Home-Based Artist Studios and to permit these studios as a home occupation use in residential zones under the Zoning Bylaw, including the right to sell products and materials from these studios. In particular, this report presents “Zoning Amendment Bylaw (Delete Temporary Use Permits for Home-Based Artist Studios) No. 2242, 2019” and “Sign Bylaw Amendment Bylaw (Home-Based Artist Studios) No. 2247, 2019” to Council for consideration of first and second readings. This report also requests that Council authorize staff to schedule a public hearing for “Zoning Amendment Bylaw (Delete Temporary Use Permits for Home-Based Artist Studios) No. 2242, 2019”.

DISCUSSION

Background

On September 3, 2013, Council received the Whistler Community Cultural Plan, which contained recommendations to promote arts, heritage and culture in Whistler. In 2015, as part of the actions taken to implement these recommendations, staff carried out a regulatory review and associated consultation related to ways to support Home-Based Artist Studios. This work indicated that these studios were permitted as home occupations under the Resort Municipality of Whistler (RMOW) Zoning Bylaw, but the sale of art directly from these studios was prohibited. Signage was also limited to a single fascia sign, which is the sign allowance for businesses or professions carried on within a residence as a home occupation. The analysis concluded that bylaw and permitting changes were required to further support Home-Based Artist Studios and that an initial trial TUP program was desirable to test sales from Home-Based Artist Studios, assess the potential extent of these studios throughout the community and determine their neighbourhood compatibility.

Following this analysis and consultation, Administrative Report to Council No. 15-139 was presented to Council on November 17, 2015. This report introduced three amending bylaws related to legalizing sales from Home-Based Artist Studios through a TUP system. Council adopted these amending bylaws on January 26, 2016. These amending bylaws were:

- “Zoning Amendment Bylaw (Temporary Use Permits) No. 2096, 2015”, which amended the Part 5 “General Regulations” of the Zoning Bylaw to authorize sales from Home-Based Artist Studios through the issuance of TUPs;
- “Land Use Procedures Amendment Bylaw (Temporary Use Permits) No. 2097, 2015”, which established procedures and fees for approving TUPs (with the TUP fee subsequently being reduced in August 2016 by “Land Use Procedures and Fees Amendment Bylaw (Fees for Home-Based Artist Studios) No. 2122, 2016”); and
- “Sign Bylaw Amendment Bylaw (Home-Based Artist Studios) No. 2098, 2015”, which allowed a Home-Based Artist Studio with a TUP to install one freestanding sign and one sandwich board in addition to the fascia sign.

TUPs are authorized by section 492 of the *Local Government Act*. Section 497 of the *Local Government Act* sets the maximum time limit for a TUP to three years and allows the permit to be renewed once. In Whistler, TUPs were used briefly during the 2010 Olympic and Paralympic Winter Games to permit Games-related activities, but were not used again until the decision to test the regulation of Home-Based Artist Studios.

On November 17, 2015, Council also directed staff to conduct a review of the TUP program within one year of the date of adoption of “Zoning Amendment Bylaw (Temporary Use Permits) No. 2096, 2015” and to bring forward any recommended changes to relevant bylaws. Staff considered it prudent to extend the program review period and are bringing forward an evaluation of the TUP program and recommended bylaw amendments through this Report.

Evaluation of the TUP Program

The TUP program was intended to be a pilot program that would be reviewed after implementation. Since the TUP program was enacted in 2016, four Home-Based Artist Studios have received TUPs under the program. These TUPs are set to expire in November 2019. The RMOW has received no complaints about these studios and no issues or negative concerns have been identified with regard to

permitting Home-Based Artist Studios as home occupations in residential neighbourhoods. Staff's review of the TUP program indicates that TUPs should no longer be required for Home-Based Artist Studios and that these studios should be permitted as a home occupation use in residential zones under the Zoning Bylaw. If the proposed bylaw amendments are adopted, the only differences between these studios and other home occupations is that the Zoning Bylaw would permit products and materials to be sold from Home-Based Artist Studios but not other types of Home-Based businesses and the Sign Bylaw would permit Home-Based Artist Studios to have two additional signs.

Recommended Bylaw Amendments

Removing the TUP requirement for Home-Based Artist Studios requires amendments to *Zoning and Parking Bylaw No. 303, 2015* and *Sign Bylaw No. 558, 1987*. The provisions related to TUPs in the *Land Use Procedures and Fees Bylaw No. 2019, 2012* are general in nature and not specifically related to Home-Based Artist Studios; as such, amendments to this bylaw are not recommended at this time.

If the proposed zoning and sign bylaw amendments are adopted by Council, the RMOW permits required for Home-Based Artist Studios will be the same as that for other home occupation businesses. Specifically, like other home occupations, each Home-Based Artist Studio will require a valid business licence and sign permit from the RMOW. As owners of Home-Based Artist Studios would no longer require a TUP, the proposed amendments will streamline the RMOW's regulatory process for these studios. Studio owners will also experience a reduction in RMOW fees as they will no longer need to pay for a TUP, which costs \$600 for the first three years and \$250 for a renewal after the three year period.

Zoning Amendment Bylaw

The existing provisions related to "Temporary Use Permits for Home-Based Artist Studios" are contained within section 31 of Part 5 "General Regulations" of *Zoning and Parking Bylaw No. 303, 2015*. The zoning amendment bylaw moves the definition of "Home-Based Artist Studio" from section 31 of Part 5 to the definitions listed in subsection (1) of Part 2 "Interpretation". It then deletes all of the remaining provisions of section 31 in Part 5.

The zoning amendment bylaw also revises the "Home Occupation Use" regulations in section 12 of Part 5. In particular, it amends subsection 1(d) to allow products or materials to be sold from a Home-Based Artist Studio. It also deletes provision 1(e), which requires TUPs for Home-Based Artist Studios.

Sign Bylaw Amendment Bylaw

The proposed amendment to the Sign Bylaw changes the definition of "Home-Based Artist Studio" under Section 2 "Definitions" by replacing the reference to "valid temporary use permit" with "valid Resort Municipality of Whistler business licence". As such, the revised definition of "Home-Based Artist Studio" would become: "means a Home-Based Artist Studio as defined under Zoning and Parking Bylaw No. 303, 2015 for which a valid Resort Municipality of Whistler business licence has been issued." Home-Based Artist Studios would still be allowed to have one freestanding sign and one sandwich board in addition to the fascia sign.

WHISTLER 2020 ANALYSIS

W2020 Strategy	TOWARD Descriptions of success that resolution moves us toward	Comments
Arts, Culture & Heritage	Arts, culture and heritage, and their local creators and contributors, are appreciated and supported as cornerstones of the resort community's health, vitality and economic prosperity	Removing the TUP requirement supports local and emerging artists by simplifying the RMOW's permitting process for Home-Based Artist Studios. Owners of these studios will also experience a reduction in RMOW fees as they will no longer need to pay for TUPs.
Arts, Culture & Heritage	A range of arts, cultural and heritage opportunities are meaningful, accessible and financially affordable	
Economic	Locally owned and operated businesses thrive and are an encouraged component of a healthy business mix	Local and emerging artists will benefit from the proposed amending bylaws because the removal of the TUP requirement streamlines the RMOW's regulatory process for Home-Based Artist Studios.

The proposed bylaw amendments do not move our community away from any of the adopted Whistler2020 Descriptions of Success.

OTHER POLICY CONSIDERATIONS

	Policy	Comments
Official Community Plan	Policy 4.3.3 Other commercial development will be limited to small amounts of space for local convenience commercial uses, personal service uses, and food and beverage uses associated with commercial accommodation. These uses should be scaled to meet only the needs of the immediate area and should not adversely affect commercial uses in the Whistler Village, Blackcomb Bench, and Whistler Creek areas.	Home-Based Artist Studios support local and emerging artists who live in residential neighbourhoods. The home occupation nature of these studios limits their scale and thereby ensures they do not conflict with commercial offerings in core commercial areas. Under the TUP trial program, there were no complaints about the permitted studios.

BUDGET CONSIDERATIONS

There are no budget considerations. All costs associated with amendment bylaw preparation, the public hearing, notices and legal fees will be covered under the existing Planning Department budget.

COMMUNITY ENGAGEMENT AND CONSULTATION

No formal community engagement has been undertaken to date with respect to the proposed amendments to the zoning and sign bylaws. A public hearing, which is subject to public notice requirements, is required as a part of the statutory process for consideration and adoption of the zoning bylaw amendment. The proposed change to permit this use under zoning without a TUP requirement is strongly supported by Arts Whistler.

SUMMARY

This report presents “Zoning Amendment Bylaw (Delete Temporary Use Permits for Home-Based Artist Studios) No. 2242, 2019” and “Sign Bylaw Amendment Bylaw (Home-Based Artist Studios) No. 2247, 2019” to Council for consideration of first and second readings in order to remove the TUP requirement for Home-Based Artist Studios and to permit these studios as a home occupation use in residential zones under the Zoning Bylaw. The Report also requests Council authorize scheduling of a public hearing for the proposed zoning amendment bylaw.

Respectfully submitted,

Courtney Beaubien
ACTING SENIOR PLANNER

for
Jan Jansen
GENERAL MANAGER OF RESORT EXPERIENCE



PRESENTED: October 8, 2019 **REPORT:** 19-129
FROM: Infrastructure Services **FILE:** E026
SUBJECT: ALTA LAKE ROAD SANITARY SEWER EXTENSION

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

That Council support staff to proceed with the Alta Lake Road Sewer Extension Project as outlined in the summary of this Administrative Report 19-129.

Administrative Report No. 15-099 from August 11, 2015 (not attached)
Administrative Report No. 14-032 from April 1, 2014 (not attached)
Administrative Report No. 13-097 from October 15, 2013 (not attached)

The purpose of this Report is to update Council regarding the outcome of the petition for creation of a Local Service Area and its associated funding mechanism for construction of the sewer in this neighbourhood. The present level of expenditures for this project, the need to complete final survey and detailed design prior to the construction phase, and the timeline for these items are also reviewed.

Driver for sanitary sewer completion

Whistler's Official Community Plan (OCP) and Liquid Waste Management Plan (LWMP) both support the connection of all properties to the municipal sewer system in Whistler. Providing sewer service to the remaining Alta Lake Road properties is important primarily from a sanitary and homeowner convenience perspective, and is the last established neighbourhood in Whistler that does not have municipal sewer.

Prior reports to Council and informal updates to Committee of the Whole over the past 15 years have described seven “alignment” options as well as various funding approaches to completing the final phase of the Alta Lake Road Sewer project.

Background

In 2013 Council endorsed the lowest cost option of the seven options that were developed for this project (at that time) and directed staff to advance the preferred option information and project principles to the affected property owners then report back to Council. The survey to property owners in 2013 was carried out informally, but the very low number of responses indicated low support for the project and consequently the project was not advanced.

The previously supported rail alignment option was found to have some significant challenges, despite the advantage of providing gravity connections from the houses. In addition to the significant level of scheduling involved with CN Rail to access the existing sanitary sewer trunk infrastructure (trains must be stopped), the recent operations and maintenances costs associated with inspecting and repairing existing sanitary sewer infrastructure on this alignment have been:

- 2018 \$200,000 to inspect 2 km of pipe
- 2019 \$200,000 to repair 20 m of pipe.

This level of ongoing costs is not factored into the capital project, but would be required to maintain any new piping installed close to the railway. Staff are exploring options to move the existing sanitary trunk sewer away from the CN Railway alignment due to the costs and challenges associated with proper maintenance within the rail right-of-way.

A five-lot private sewer extension at the south end of this neighbourhood was completed in 2014, with the RMOV ultimately responsible for 50 per cent of the overall cost, plus an additional 10 per cent which was contributed for the purpose of upsizing and deepening the sewer to support further future expansion.

At the September 4, 2018 Council meeting, correspondence was received that contained 15 signatures from property owners residing on Alta Lake Road. The correspondence indicated that the signatories “support the construction of the municipal sewer”. After review of this documentation and the associated history of this project, staff decided to issue a formal petition for the creation of the Local Area Service (see below Local Area Service Petition Outcome).

Environmental Impacts to Alta Lake

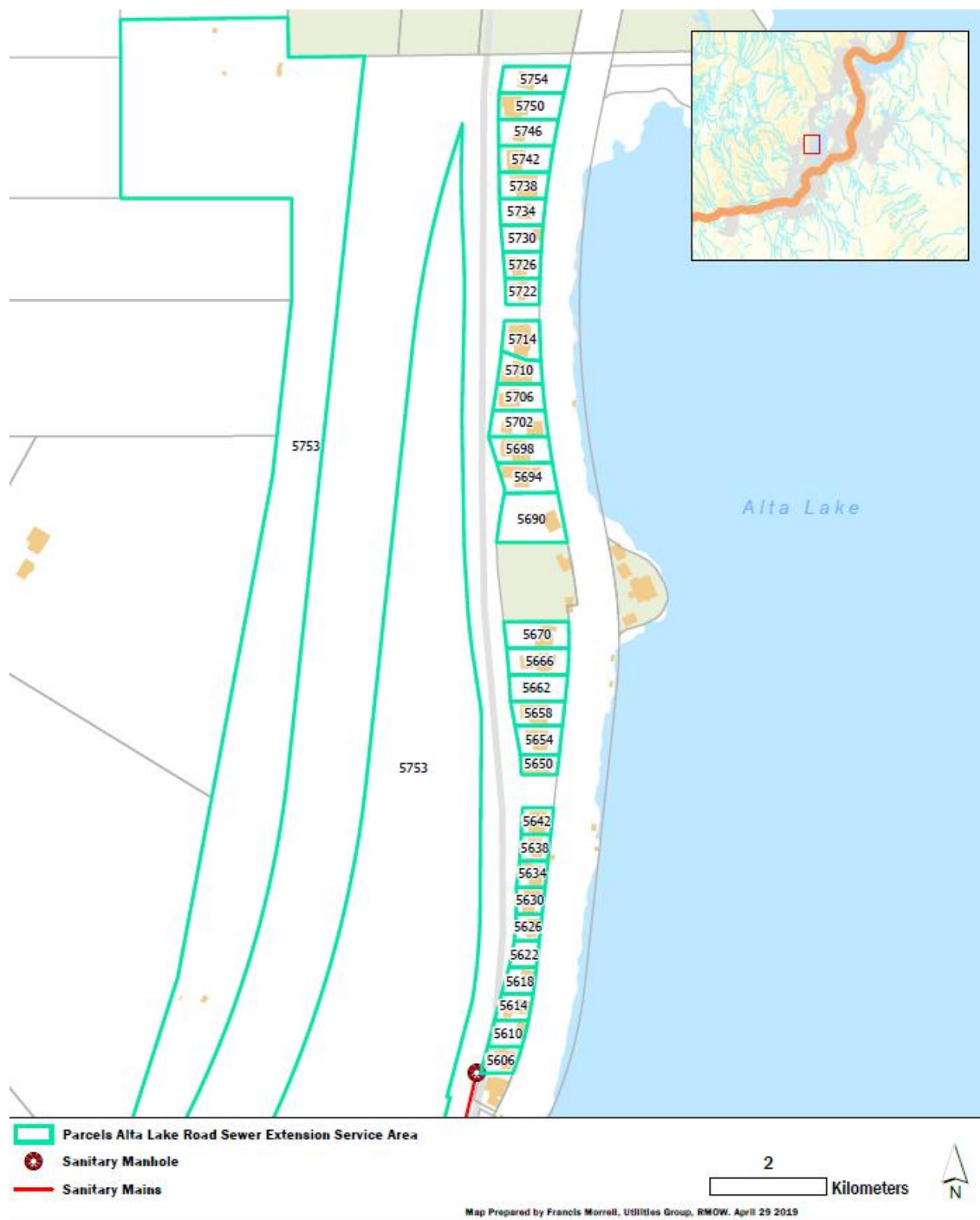
Sampling along Alta Lake was completed most recently in the spring and summer of 2019 and the consulting report was received September 26, 2019. *Escherichia coli* “E. coli” bacteria were noticeably detected at 3 of the 11 sampling locations after two rain events indicating a possibility of failed septic systems (tanks or fields). The consultant has recommended further steps be taken and staff are following up on those steps.

After installation, septic fields have no further regulatory inspection requirements to ensure maintenance is conducted, making them prone to being “run to failure”.

Local Area Service Petition Outcome

On May 3, 2019 the RMOV sent out a formal petition to affected properties. The petition was for the creation of two Local Service Area Bylaws that would apply specifically to the parcels illustrated below (Figure 1). The Bylaws will describe the amount(s) and financial method(s) employed to finance the design and construction of the Alta Lake Road Sewer Extension. The costs outlined in the petition document reflected the estimated project design and construction cost and ongoing operation and maintenance costs for the municipal sanitary sewer only.

Figure 1. Parcels to which the Local Service Area Bylaws would apply.



The cost of the construction of the sanitary sewer has been proposed at a 50 per cent cost share between the properties and the RMOW, and the RMOW's 50 per cent would come from the existing sewer capital reserves, which has been funded by all RMOW taxpayers presently connected to the municipal sewage system.

The deadline to return petitions to the RMOW was August 30, 2019. The properties that returned the petition represented more than 50 per cent of the properties in the specified area, and more than 50 per cent of the total property value. The petition was given a certificate of sufficiency by the Municipal Clerk.

Recommended Approach to Advancing the Project

Projects that are not completed in a timely manner or that undergo multiple design options are prone to schedule and cost overruns. The preliminary design is complete for this project however there is still final information that needs to be confirmed in order to complete a detailed design.

To bring this project to the final design and construction phases, staff recommend this project have a very linear process to bring it to completion in an efficient and cost effective manner. To complete the project within the RMOW procurement guidelines the following actions need to be taken:

1. A preliminary design exists, a detailed design and tender package will be required;
2. A Request for Proposal needs to be issued to select the consultant that will complete the detailed design (January 2020);
3. To complete the detailed design, additional survey is needed to confirm which homes would be able to connect to the sewer without a pump station, and to reconfirm the amount of rock blasting expected for the sewer main alignment (May 2020);
4. Any grant funding opportunities that become available in 2020 will be applied for;
5. Once the detailed design is completed the cost estimate needs to be revisited to confirm that it stays within the 2018 values used for the petition (July 2020);
6. With the updated cost estimate information, the Local Service Area Bylaw will be drafted and presented to Council (August 2020);
7. If the cost estimate stays within the 2018 values used for the petition then the project will be scheduled for early in the 2021 construction season;
8. A tender package to complete the construction will be issued in early 2021.

WHISTLER 2020 ANALYSIS

W2020 Strategy	TOWARD Descriptions of success that resolution moves us toward	Comments
Water	Healthy streams, rivers, lakes and wetlands support thriving populations of fish, wildlife and aquatic invertebrate.	Keeping untreated wastewater out of Alta Lake is important for long term Lake health.
Natural Areas	Developed and recreation areas are designed and managed to protect as much of the natural environment within and around them as possible.	Providing sewer service to the remaining Alta Lake Road properties is important primarily from a sanitary and homeowner convenience perspective, and is the last established neighbourhood in Whistler that does not have municipal sewer.
Finance	The long-term consequences of decisions are carefully considered.	This project has had considerable review and will require ongoing conformance with procurement policy.

Finance	Financial principles, practices and tools employed by both the public and private sectors encourage behaviour that moves Whistler toward success and sustainability	This project has had considerable review and will require ongoing conformance with procurement policy.
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W2020 Strategy	AWAY FROM Descriptions of success that resolution moves away from	Mitigation Strategies and Comments
Finance	The resort community effectively and efficiently manages its costs and expenditures.	Business-as-usual (no change) is the least-cost option to the RMOW (taxpayers) over 20 years, but completing this project has other significant benefits.

OTHER POLICY CONSIDERATIONS

N/A.

BUDGET CONSIDERATIONS

The current five-year plan and draft 2020-24 budget (Project E026 “Westside Alta Lake Sewers”) includes funding for this project as follows:

Year	Amount
2019	\$100,000
2020	\$100,500
2021	\$3,002,500
2022	\$501,000

Funding for the connection to Rainbow Park or for The Pointe is not included in these budgeted amounts.

Project Expenditure to Date

Staff and consultants have been allocating time and effort to this project since 2004. Approximately \$400,000 have been spent on consulting fees for design, cost estimation, environmental studies and preparation of grant applications for this sanitary sewer over the past 15 years. This work has been funded from the Sewer Capital reserve which receives contributions from taxpayers who pay sewer parcel taxes and user fees.

Grant Applications

Seven applications for senior government grants (the last one taking place in 2014) were made by staff, without success. There are no grant funding options open at this time. If grant funding were to become available staff might recommend deferring the project in order to acquire those funds and offset the overall proposed shared cost of the project.

Detailed design and updated cost estimate

Once detailed design is completed, updated cost estimates will be prepared. This refined cost estimate may be higher than the current estimate, and if other cost mitigation strategies are not successful, could result in a higher contribution from residents being required. This would require some form of a “re-petition” to confirm support from the residents for this higher cost.

COMMUNITY ENGAGEMENT AND CONSULTATION

The residents who were petitioned were invited to attend an open house in August 2019. This was an opportunity for residents to ask questions about the petition process, and approximately 20 residents came to the open house.

Open house details:

Date: August 6, 2019

Time: 5:30 to 7 p.m.

Location: Maury Young Arts Centre Gallery (upstairs before entering the auditorium).

SUMMARY

Staff recommend this project have a very linear process to bring it to completion in an efficient and cost effective manner. To complete the project within the RMOW procurement guidelines the following actions need to be taken:

1. A Request for Proposal needs to be issued to select the consultant that will complete the detailed design (January 2020);
2. To complete the detailed design, additional survey is needed to confirm which homes would be able to connect to the sewer without a pump station, and to reconfirm the amount of rock blasting expected for the sewer main alignment (May 2020);
3. Any grant funding opportunities that become available in 2020 will be applied for;
4. Once the detailed design is completed the cost estimate needs to be revisited to confirm that it stays within the 2018 values used for the petition (July 2020);
5. The Local Service Area Bylaw will be prepared and presented for Council approval (August 2020);
6. If the cost estimate stays within the 2018 values used for the petition then the project will be scheduled for early in the 2021 construction season;
7. A tender package to complete the construction will be issued in early 2021.

Respectfully submitted,

Name

Gillian Woodward

UTILITIES GROUP MANAGER

for

James Hallisey

GENERAL MANAGER OF INFRASTRUCTURE SERVICES



PRESENTED: October 8, 2019 **REPORT:** 19-130
FROM: Corporate and Community Services **FILE:** 8337.02
SUBJECT: COMMUNITY RESILIENCY INVESTMENT PROGRAM GRANT APPLICATION

In the draft 2020 budget, Council will consider approximately \$400,000 in annual funding for FireSmart programming in Whistler. To assist with funding these investments, the RMOW is applying for \$100,000 from the UBCM 2020 CRI Program Grant in order to support the FireSmart Program. It will also apply for \$100,000 to supplement wildfire fuel management as part of the RMOW Wildfire Program 2019 – 2027, that is focused on the Wildland Urban Interface area and developed by B.A. Blackwell & Associates Ltd. as presented to Council at the Committee of the Whole Meeting on September 17, 2019.

The Whistler FireSmart Program engages the community to educate, motivate, guide and support FireSmart activities intended to reduce the potential impact of wildfire in our community. Building a strong understanding and appreciation of our wildfire threat and advocating FireSmart solutions are cornerstone to these efforts. Program activities include FireSmart outreach and presentations, conducting FireSmart assessments, organizing and leading FireSmart work days with homeowners, organizing and leading volunteer groups in the Adopt-a-Trail campaign (treating forest around the valley trail system), as well as deploying FireSmart crews to deliver regular community chipper service and reducing fuel load in dense juvenile municipal forest. Collectively, these activities are the key components designed to progressively move the community toward greater wildfire resilience.

The funds assigned to the forest thinning wildfire fuel management will assist with treating approximately 20 hectares of wildland urban interface area as per the RMOW Wildfire Program 2019-2027.

A Resolution supporting this application will support our application that will be submitted by October 18, 2019.

WHISTLER 2020 ANALYSIS

W2020 Strategy	TOWARD Descriptions of success that resolution moves us toward	Comments
Partnership	Residents, taxpayers, business and local government hold a shared vision for the resort community and work in partnership to achieve that vision	A successful funding application in support of the FireSmart and wildfire fuel management program will help to accelerate wildfire protection activities within the community, and ultimately increase our collective resiliency to wildfire threats.
	Decisions consider the community's values as well as short and long-term social, economic and environmental consequences	
	Partners work together to achieve mutual benefit	
Health and Social	The Resort Community is safe for both visitors and residents, and is prepared for potentially unavoidable emergency events	

Community Resiliency Investment Program grant application does not move our community away from any of the adopted Whistler2020 Descriptions of Success.

OTHER POLICY CONSIDERATIONS

FireSmart fuel management on private lands will complement the ongoing work and Municipal wildfire protection expenditures on Provincial Crown lands within the Municipality. These actions are consistent with the Community Wildfire Protection Plan, Community Energy and Climate Action Plan (CECAP), and the draft updated Official Community Plan.

BUDGET CONSIDERATIONS

If successful, the UBCM CRI program will provide the funds to support the activities of the FireSmart Coordinator and crew. This team provides a well-coordinated, high quality FireSmart program in Whistler that helps homeowners to enhance wildfire safety within their neighbourhoods and become an important part of the overall wildfire preparedness of the RMOW.

If successful, the UBCM CRI program will also provide funds to support the municipally-led treatment of approximately 20 hectares in the wildland urban interface area as part of the RMOW Wildfire Program 2019-2027 developed by B.A. Blackwell & Associates Ltd.

COMMUNITY ENGAGEMENT AND CONSULTATION

Ongoing community engagement is led by the FireSmart Coordinator. The FireSmart Coordinator will continue to work closely with homeowners through program delivery and will provide information to Whistler residents on how to FireSmart their property assist them with understanding options, prioritizing work, fuel removal, engaging arborists, and connecting with Parks or other land managers, as needed.

The forest thinning fuel management treatments on crown land, overseen by the Environmental Stewardship Manager, will be communicated to the public through information in the newspapers, door to door information letters, and through social media.

SUMMARY

FireSmart and wildfire fuel management investments are key components of wildfire risk reduction for the community. Supporting ongoing programs of fuel reduction in strategic locations located on both Provincial Crown and private lands is important and should continue. As such, the purpose of this report is to obtain Council's endorsement for the Union of British Columbia Municipalities Community Resiliency Investment (CRI) Program grant application.

Respectfully submitted,

Scott Rogers
FIRESMART COORDINATOR

for
Lindsay Debou
MANAGER OF PROTECTIVE SERVICES

for
Ted Battiston
GENERAL MANAGER OF CORPORATE AND COMMUNITY SERVICES

2020 Community Resiliency Investment Program

FireSmart Community Funding & Supports

Program & Application Guide

1. Introduction

The [Community Resiliency Investment](#) (CRI) program is intended to reduce the risk and impact of wildfire to communities in BC through community funding, supports and priority fuel management activities on provincial Crown land. The program was launched in 2018 and more than 120 First Nations and local governments have received funding.

The Union of BC Municipalities (UBCM), First Nations' Emergency Services Society (FNESS) and the Forest Enhancement Society of BC (FESBC) are working with the Ministry of Forests, Lands, Natural Resource Operations & Rural Development (FLNRORD), represented by the BC Wildfire Service (BCWS), to administer the FireSmart™¹ Community Funding & Supports portion of the program for local government and First Nation applicants.

FireSmart

As identified in the [BC Flood and Wildfire Review](#), there is a critical need to “strengthen public understanding of the risks and personal responsibilities associated with living in a fire-dependent ecosystem.”² [FireSmart](#), including fuel management, is a key means of addressing this need.

The general goal of FireSmart is to encourage communities and citizens to adopt and conduct FireSmart practices to mitigate the negative impacts of wildfire to assets on public and private property. Findings from the [2016 Horse River wildfire in Fort McMurray](#) indicate that FireSmart principles were one of the main reasons why individual homes survived, regardless of the broader wildfire threat surrounding them.³ This was true in both the urban and rural areas.

FireSmart Community Funding & Supports

The FireSmart Community Funding & Supports program provides funding to local governments and First Nations in BC to increase community resiliency by undertaking community-based FireSmart planning and activities that reduce the community's risk from wildfire.

The program is structured to fund FireSmart activities in all eligible communities throughout BC. Funding is scaled to offer eligible applicants with lower risk of wildfire to apply for up to \$25,000 and applicants with a demonstrated higher risk of wildfire to apply for up to \$150,000 per year. Information on determining risk is provided in Appendix 1, and updated risk class maps will be available in July 2019.

Applications that include fuel management on Provincial Crown land, primarily within administrative boundaries and including contiguous, logical treatment units that extend onto the Crown land base, may

¹ The FireSmart brand is a registered trademark of Partners in Protection

² *Addressing the New Normal: 21st Century Disaster Management in British Columbia*. p.90

³ Al Westhaver, *Why some homes survived: Learning from the Fort McMurray wildfire disaster* (Toronto: Institute for Catastrophic Loss Reduction, 2016)



exceed the funding maximum for fuel management activities only. Opportunities for fuel management located exclusively on Provincial Crown land, outside of municipal boundaries or First Nation lands, should be discussed with a BCWS Wildfire Prevention Officer.

2. Eligible Applicants

All local governments (municipalities and regional districts) and First Nations (bands and Treaty First Nations) in BC are eligible to apply.

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

3. Eligible Projects

To be eligible for funding, applications must demonstrate that proposed activities will increase community resiliency by undertaking community-based FireSmart planning and activities that reduce the community's risk from wildfire.

Regional Projects

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

The primary applicant submitting the application for a regional project is required to submit a resolution as outlined in Section 8 of this guide. Each partnering community is required to submit a resolution that clearly states their approval for the primary applicant to apply for, receive and manage the grant funding on their behalf.

4. Requirements for Funding

To qualify for funding, applicants must demonstrate their level of engagement with a BCWS Wildfire Prevention Officer, FNESS Fuel Management Liaison/Specialist, and, if applicable, the FLNRORD district, region, or relevant Land Manager, to ensure project alignment with Land Manager priorities.

Applicants will be required to document this engagement in the application process. Planning and discussion must occur prior to the submission of an application to allow for meaningful dialogue regarding the proposed activities and opportunities for Crown land treatment and funding.

In addition, to qualify for funding, projects must:

- Be primarily located within the applicant's administrative boundary
- Include new activities or represent a new phase of an existing project (retroactive funding is not available)
- Be capable of completion by the applicant within one year of the date of grant approval. Projects that include fuel treatment may be approved for up to two years.
- Be supported by a current plan, acceptable to the BCWS Wildfire Prevention Officer or the FNESS Fuel Management Liaison/Specialist, that includes assessment and identification of FireSmart and/or fuel management priorities (i.e. CWPP, Community Wildfire Resiliency Plan, Integrated Investment Plan, etc.). Note: applicants that do not have a current and acceptable plan may apply to develop or update a plan.
- For activities that fall under the practice of forestry, be developed, and where applicable signed/sealed, by a forest professional that is accredited by the Association of BC Forest Professionals and operating within their [scope of practice](#).

Further, projects that include fuel management activities must:

- Ensure compliance with applicable legislation and regulations: Federal (e.g. Fisheries Act, Species at Risk Act); Provincial (e.g. Forest and Range Practices Act, Open Burning Smoke Control Act, and Wildfire Act); and local authority (e.g. burning bylaws or other bylaws or plans)
- Where applicable, be eligible for required approvals, authorizations and/or permits
- Where applicable, for resource values assessments, be developed and signed/sealed by a qualified professional (e.g. terrain stability assessments must be signed/sealed by a professional engineer)
- Where applicable, on Provincial Crown land only, meet Forest Enhancement Society of BC contract tendering requirements

5. Definitions

First Nations land: Land owned by a Treaty First Nation (as defined by the *Interpretation Act*) within treaty settlement lands or First Nation reserve land

Private land: Fee-simple land that is not owned by a level of government

Publicly owned land: Provincial Crown land, land owned by a local government or land owned by a public institution (such as a health authority or school district). For the purpose of the FireSmart Community Funding & Supports program, land owned by colleges and universities is not considered publicly owned land.

First Nations owned buildings: Buildings owned by a Treaty First Nation (as defined by the Interpretation Act) within treaty settlement lands or buildings owned by a First Nation band

Publicly owned buildings: Buildings owned by a local government or public institution (such as health authority or school district)

Publicly, provincially and First Nations owned critical infrastructure: Assets owned by the Provincial government, local government, public institution (such as health authority or school district), First Nation or Treaty First Nation that are either:

- Identified in a Local Authority Emergency Plan [Hazard, Risk & Vulnerability Analysis](#) and/or [Critical Infrastructure assessment](#) and/or
- Essential to the health, safety, security or economic wellbeing of the community and the effective functioning of government (such as fire halls, emergency operations centres, radio repeaters, etc.)

Fuel management treatments: Manipulation or reduction of living or dead forest and grassland fuels to reduce the rate of spread and head fire intensity and enhance likelihood of successful suppression, generally outside of [FireSmart Noncombustible Zone and Priority Zones 1, 2 and 3](#). See Appendix 3 for more information.

Vegetation management: The removal, reduction, or conversion of flammable plants (such as landscaping for residential properties, parks and open spaces) in order to create more fire-resistant areas in FireSmart Noncombustible Zone and Priority Zones 1, 2 and 3. Refer to the [FireSmart Guide to Landscaping](#).

6. Eligible & Ineligible Costs & Activities

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

Eligible activities must be cost-effective and primarily located within the applicant's administrative boundary. Refer to Table 1.

Table 1: Activities Eligible for Funding

1. EDUCATION
<ul style="list-style-type: none">• Develop and/or promote local FireSmart educational activities and tools. Refer to BC FireSmart Resources for FireSmart materials that are currently available.• Develop and/or promote education for the reduction of human-caused fires• Encourage active participation in Wildfire Community Preparedness Day• Organize and host a community FireSmart day, FireSmart events and workshops, and wildfire season open houses• Support neighbourhoods to apply for FireSmart Canada Community Recognition
2. PLANNING
<ul style="list-style-type: none">• Develop plans that include assessment and identification of FireSmart and/or fuel management priorities, guided by the 2018 CWPP template⁴• Update existing plans that are less than 5 years old (for recently acquired land, areas of new development, etc.)• Develop FireSmart policies and practices for the design and maintenance of First Nations land or publicly owned land, such as parks and open spaces• Develop FireSmart policies and practices for the design and maintenance of First Nation owned buildings and publicly owned buildings• Conduct site visits and FireSmart assessments for First Nation owned buildings, publicly owned buildings or publicly, provincially and First Nations owned critical infrastructure in order to support <u>future</u> FireSmart demonstration projects
3. DEVELOPMENT CONSIDERATIONS
<ul style="list-style-type: none">• Amend Official Community Plans, Comprehensive Community Plans and/or land use, engineering and public works bylaws to incorporate FireSmart principles• Revise landscaping requirements in zoning and development permit documents to require fire resistant landscaping• Establish Development Permit Areas for Wildfire Hazard in order to establish requirements for the exterior design and finish of buildings⁵• Include wildfire prevention and suppression considerations in the design of subdivisions (e.g. road widths, turning radius for emergency vehicles, and access and egress points)• Amend referral processes for new developments to ensure multiple departments, including the fire department and/or emergency management personnel, are included

⁴ To support the CRI program and its alignment with the seven FireSmart disciplines, the Community Wildfire Protection Plan (CWPP) process is undergoing a review to ensure that it supports communities and incorporates the most recent learnings from interface fires, community wildfire planning and the role of reducing structure ignitability, both in Canada and in the US. The new [community wildfire resiliency planning framework](#) is expected to be implemented by spring 2020 and will replace the current CWPP process, however existing and current (up to 5 years) CWPPs will still be considered valid.

⁵ Local governments should refer to [Changes for Local Governments Under Section 5 of the Building Act: Appendix to Section B1 of the Building Act Guide \(Revised February 2017\)](#) for information on the use of development permits for wildfire hazard.

4. INTERAGENCY CO-OPERATION
<ul style="list-style-type: none"> • Develop and/or participate in Regional FireSmart committees • Participate in multi-agency fire and/or fuel management tables
5. EMERGENCY PLANNING
<ul style="list-style-type: none"> • Develop and/or participate in cross-jurisdictional meetings and tabletop exercises, including seasonal wildfire readiness meetings • Review structural protection capacity (i.e. assessment of community water delivery ability, structure protection inventory)
6. CROSS TRAINING
<ul style="list-style-type: none"> • Provide or attend training for Local FireSmart Representatives, Home Partners, FireSmart 101, and Community Champions • Cross-train <u>fire department members</u> to include structural fire and interface wildfire training. The following are the <u>only</u> courses eligible for funding: <ul style="list-style-type: none"> ○ S-100 Basic fire suppression and safety ○ S-185 Fire entrapment avoidance and safety ○ ICS-100 (volunteer fire departments only) • Cross-train <u>emergency management personnel</u>: <ul style="list-style-type: none"> ○ ICS-100 ○ Professional development to increase capacity for FireSmart activities
7. FIRESMART DEMONSTRATION PROJECTS
<p><i>To be eligible for funding, all FireSmart Demonstration Projects must have a completed FireSmart assessment <u>at the time of application submission</u> and include a community education component</i></p>
<ul style="list-style-type: none"> • FireSmart Demonstration Projects for First Nations owned buildings or publicly owned buildings must be for buildings designated for emergency response, such as an Emergency Operations Centre or Emergency Support Services facility (i.e. reception centre, group lodging) and may include: <ul style="list-style-type: none"> ○ Replacing building materials (i.e. siding or roofing) with fire-resistant materials ○ Undertaking vegetation management to remove, reduce, or convert flammable plants in order to create more fire-resistant areas outlined in the FireSmart Guide to Landscaping • FireSmart Demonstration Projects for publicly, provincially and First Nations owned critical infrastructure may include: <ul style="list-style-type: none"> ○ Undertaking vegetation management to remove, reduce, or convert flammable plants in order to create more fire-resistant areas outlined in the FireSmart Guide to Landscaping
8. FIRESMART ACTIVITIES FOR RESIDENTIAL AREAS
<p><i>To be eligible for funding, all FireSmart activities for residential areas must be located in FireSmart Noncombustible Zone and Priority Zones 1, 2 and 3</i></p>
<ul style="list-style-type: none"> • Develop plans for residential areas (only with residential property and/or home owners' consent) <ul style="list-style-type: none"> ○ Develop FireSmart Community Plans for specific areas ○ Conduct FireSmart assessments ○ Undertake Community Wildfire Hazard Assessments for neighbourhoods pursuing FireSmart Canada Community Recognition

- Offer local rebate programs to residential property or home owners that complete eligible FireSmart activities. Refer to Appendix 2 for requirements for funding this activity.
- Provide off-site vegetative debris disposal for residential property or home owners who have undertaken their own vegetation management, including:
 - Provide a dumpster, chipper or other collection method
 - Waive tipping fees
 - Provide curbside debris pick-up

9. FUEL MANAGEMENT

To be eligible for funding, all fuel management activities must be in alignment with the requirements for funding fuel management activities identified in Appendix 3 and should generally be outside of FireSmart Noncombustible Zone and Priority Zones 1, 2 and 3

- Undertake fuel management on publicly owned land or First Nation lands. This is limited to:
 - Fuel management prescriptions consistent with [BC Wildfire Service 2019 Fuel Management Prescription Guidance document](#)
 - New fuel management treatments or maintenance activities, including activities on grasslands
 - Prescribed burns primarily for fuel management objectives that follow the [provincial requirements for planning a burn](#) and utilize the burn plan template

Additional Eligible Costs & Activities

In addition to the activities identified in Table 1, the following expenditures are also eligible provided they relate directly to eligible activities:

- Consultant costs
- Incremental applicant staff and administration costs
- Public information costs

Ineligible Costs & Activities

Any activity that is not outlined in Table 1 or is not directly connected to activities approved in the application by the Evaluation Committee is not eligible for grant funding. This includes:

- Development of funding application package
- Purchase of tools (e.g. hand saws, loppers) or structural protection equipment (e.g. hoses, sprinklers)
- For fuel management activities only:
 - Purchase of machinery, equipment and/or livestock for grazing
 - Work undertaken by FLNRORD
 - Any third party requirements to address hazard abatement under the *Wildfire Act*
 - Activities without fuel management objectives

7. Grant Maximum

Eligible applicants with a lower risk of wildfire can apply for 100% of the cost of eligible activities to a maximum of \$25,000. Eligible applicants with a demonstrated higher risk of wildfire can apply for 100% of the cost of eligible activities to a maximum of \$150,000. Information on determining risk is provided in Appendix 1.

Applications that include fuel management on Provincial Crown land, primarily within administrative boundaries and including contiguous, logical treatment units that extend onto the Crown land base, may exceed the funding maximum for fuel management activities only. Opportunities for fuel management located exclusively on Provincial Crown land, outside of municipal boundaries or First Nation lands, should be discussed with a BCWS Wildfire Prevention Officer.

In order to ensure transparency and accountability in the expenditure of public funds, all other financial contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the grant. This includes any other grant funding and any revenue (e.g. sale of forest products) that is generated from activities that are funded by the FireSmart Community Funding & Supports program.

8. Application Requirements & Process

Application Deadline

The application deadline is October 18, 2019. Applicants will be advised of the status of their applications by February 7, 2020.

Required Application Contents

- Completed Application Form with all required attachments
- Completed Worksheet 1: Proposed Activities & Cost Estimates and all required attachments
- For fuel management activities only: Completed Worksheet 2: Proposed Fuel Management Activities and all required attachments
- Council, Board or Band Council resolution, indicating support for the current proposed activities and willingness to provide overall grant management
- For regional projects only: Council, Board or Band Council resolution from each partnering community that clearly states approval for the applicant to apply for, receive and manage the grant funding on their behalf

Submission of Applications

Applications should be submitted as Word or PDF files. If you choose to submit your application by e-mail, hard copies do not need to follow.

All applications should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: cri-swpi@ubcm.ca

Mail: 525 Government Street, Victoria, BC, V8V 0A8

Review of Applications

UBCM and FLNRORD will perform a preliminary review of all applications to ensure the required application contents have been submitted and to ensure that eligibility criteria have been met.

Complete, eligible applications will then be reviewed by the local BCWS Wildfire Prevention Officer or FNESS Fuel Management Liaison/Specialist.

Following this, a technical review committee, including FNESS, FESBC and FLNRORD, will assess and score all eligible applications. Higher application review scores will be given to projects that:

- Clearly increase community resiliency by undertaking community-based FireSmart planning and activities that reduce the community's risk from wildfire
- Demonstrate evidence of local wildfire risk (within past five years) and rationale for proposed activities. This can include:

- Wildfire risk class of 1, 2 or 3 for the general area of interest. Refer to Appendix 1 for the risk framework and maps.
- Current assessments that show wildfire threat in proximity to values at risk within and around the community
- Demonstrated history of repeated and/or significant interface wildfires and evacuations
- Are outcome-based and include performance measures
- Include collaboration with one or more partners (e.g. community or resident organization, First Nation or Indigenous organization, other local governments, industry, or other levels of government)
- Demonstrate cost-effectiveness
- Include in-kind or cash contributions to the project from the eligible applicant, community partners or other grant funding

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

Following scoring by the technical review committee, the [BC FireSmart Committee](#) will review a summary of all applications in order to prioritize funding. Funding decisions will be made by UBCM.

9. Grant Management & Applicant Responsibilities

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

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

Notice of Funding Decision & Payments

All applicants will receive written notice of funding decisions. Approved applicants will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded, and that is required to be signed and returned to UBCM. Grants are paid at the completion of the project and only when the final report requirements have been met.

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

Post-Grant Approval Meetings

As a condition of grant funding, all approved applicants are required to meet with the BCWS Wildfire Prevention Officer or FNESS Fuel Management Liaison/Specialist, or designate, to discuss the approved project prior to commencing work.

Progress Payments

Grants under the FireSmart Community Funding & Supports program are paid at the completion of the project and only when the final report requirements have been met. To request a progress payment, approved applicants are required to submit:

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

Changes to Approved Projects

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

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

- Revised application package, including updated, signed application form, updated budget and an updated Council, Board or Band Council resolution
- Written rationale for proposed changes to activities and/or expenditures

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

Extensions to Project End Date

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

10. Final Report Requirements & Process

Applicants are required to submit an electronic copy of the complete final report, including the following:

- Completed Final Report Form with all required attachments
- Worksheet 1: Outcomes & Financial Summary and all required attachments
- Maps and spatial data (only required for CWPPs and fuel management activities) as outlined in Appendix 4
- Optional: any photos or media related to the funded project

Submission of Final Reports

All final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: cri-swpi@ubcm.ca

Mail: 525 Government Street, Victoria, BC, V8V 0A8

Review of Final Reports

UBCM will perform a preliminary review of all final reports to ensure the required report elements have been submitted. Following this, all complete final reports and deliverables will be reviewed by FNESS, FESBC and/or FLNRORD before grant payment is released.

All final report materials will be shared with the Province of BC and BC FireSmart Committee.

11. Additional Information

For enquiries about the application process or general enquiries about the program, please contact UBCM at cri-swpi@ubcm.ca or (250) 356-2947.

Appendix 1: Risk Framework & Risk Class Maps

The 2019 PSTA and WUI Risk Class Maps will be available in July 2019

The BC Flood and Wildfire Review recommended that the provincial government identify risk management strategies to guide and prioritize funding for wildfire mitigation activities based on community risk (recommendation #81).

Differing risk levels require tailored risk management to minimize negative impacts from wildfires to communities and high value resources and assets (HVRAs). The intent is to enable cost effective wildfire risk reduction strategies that will mitigate wildfire threat to communities and HVRAs at two different scales – local and provincial.

Under the FireSmart Community Funding & Supports program, applicants are required to identify the WUI Risk class to provide evidence of wildfire risk in their community. The risk class framework and the related maps are used to support this requirement and applicants must locate their general area of interest on the [Wildland Urban Interface Risk Class Maps](#) in order to determine their wildfire risk class.

In cases where the local assessments provide additional evidence of higher wildfire risk (than the WUI Risk Class), applicants can provide this information in their application in support of their proposed activities.

Wildfire Risk Framework

A risk-based framework consists of the consideration of the likelihood of an unwanted wildfire event and the consequences to communities and high value resources and assets as the measure of risk, as follows:

- Likelihood is the probability of the unwanted wildfire event occurring
- Consequence is the amount of damage occurring as a result
- Risk is measured as the product of likelihood and consequence but multiple inputs are also required in order to effectively quantify risk, including severity, value type, and vulnerability

Through the identification of risk level, priorities for mitigation as well as opportunities for increasing community resiliency are both enhanced.

Provincial Strategic Threat Analysis

At a provincial scale, the wildfire risk framework starts with an analysis of the wildland urban interface (WUI). Quantification of wildfire threat components, including likelihood (fire occurrence) and severity (98th percentile weather conditions and fuel type) at the provincial scale, is represented by the [Provincial Strategic Threat Analysis](#) (PSTA).

The PSTA assesses and maps potential threats to values on the landscape, including communities, infrastructure and natural resources.

This identifies areas for wildfire risk reduction in order to minimize negative impacts to human life and safety including first responders, public health and the infrastructure required to maintain business continuity and support recovery efforts.

Local risk class assessments can then be planned and implemented on priority WUI areas and for isolated critical infrastructure.

WUI Risk Class Assessment & Maps

In BC, structure densities are used to define the human structure interface boundary of the wildland urban interface (WUI) for fire and risk management planning purposes. It identifies the zone of transition

between unoccupied land and human development. Initially, a 2 km buffer distance is then applied to represent a reasonable distance that embers can travel from a wildfire to ignite a structure.

Once defined, the WUI layer is combined with the PSTA wildfire threat layer (Crown land) to highlight a coarse scale spatial pattern of risk area using certain criteria such as density and threat ratings. The WUI risk class assessment is driven by structure location (not by administrative boundaries) to reflect the actual location of structures that exist on the land base in relation to wildfire threat. This creates WUI polygons that may include multiple jurisdictions (e.g. regional district, municipality, Treaty Settlement lands and/or First Nations reserves) that are linked by the continuation of structure density.

Currently, the province only has data available to support fire threat analysis on Provincial Crown land. There are large tracts of private land that exists within the WUI where no data is available. The amount of private land is an important component in the risk analysis due to the lack of data to inform fire risk identification across jurisdictional boundaries. Therefore, the buffer was expanded to 2.75 km around structure classes with a density of >25 for the analysis in order to create separate WUI polygons. A subsequent analysis of the PSTA data was performed to allocated polygons to one of five Risk Classes.

The resulting WUI Risk Class Map highlights patterns and trends in the WUI in a simplistic and easy to understand way. This is available as a high level analysis to support the initial identification of areas for FireSmart Community Funding & Supports applications.

Subsequent activities or inputs are required to determine the most effective risk control options, including developing a Community Wildfire Protection Plan (or update) or other plan that includes assessment of local threat on the ground, and identification of FireSmart priorities, ground truthing the area to determine local threat, and developing a site level plan for treatments.

Private Land

In some areas of the province the private land percentage is still too high for the analyses to provide a meaningful risk class rating. For the northeast area of the province around Fort St. John and Dawson Creek, extensive tracts of private land surround the smaller WUI polygons. A manual process was used to assign the risk class to these areas. Additional PSTA map extents are also provided for the map sheets around the Vanderhoof, Kettle Valley and Prince George areas, as well for information only as the risk classes were assigned for these additional WUI polygons. Please contact your local Fire Centre contact for further information regarding these specific areas.

Appendix 2 – Funding Requirements for FireSmart Rebate Program

Under the FireSmart Community Funding & Supports program, approved applicants can use grant funding to offer local rebate programs to residential property or home owners that complete eligible FireSmart activities in FireSmart Noncombustible Zone and Priority Zones 1, 2 and 3.

To be eligible for funding, a rebate program must address the goals of FireSmart and follow the requirements outlined below.

Goals of FireSmart

The general goal of [FireSmart](#) is to encourage communities and citizens to adopt and conduct FireSmart practices to mitigate the negative impacts of wildfire to assets on public and private property.

Rebate Program Requirements

Approved applicants are required to adhere to the following requirements:

- Rebates are limited to 50% of the total cost of the eligible activities identified in Table 2 and no more than \$500 per property.
- Areas of higher wildfire risk, such as neighbourhoods adjacent to the forested edge and/or areas that fall in an overall high to extreme category, should be prioritized for rebates. Current plans should be used to decide where to offer a FireSmart rebate program.
- The approved applicant must assess the FireSmart activities that are conducted by the residential property or home owner and review costs (e.g. receipts and/or proof of labour) before approving rebates.

To qualify for a rebate:

- The residential property or home owner must have either a:
 - [FireSmart Home Assessment](#) of their property conducted by a qualified Local FireSmart Representative, that identifies the property in a moderate, high or extreme category (refer to Table 1 - Planning for funding eligibility), or
 - FireSmart Home Partners Assessor conduct a Home Ignition Zone Assessment of their property (required form is available from a qualified FireSmart Home Partners Assessor).
- Qualified Local FireSmart Representatives or FireSmart Home Partners Assessors must use the FireSmart Assessment Work Hours Estimate form to outline mitigation recommendations to the residential property or home owner.
- Only activities that are recommended in the completed assessment and that are identified in Table 2, are eligible for the rebate.

Table 2: Activities Eligible for Local Rebate Programs	
RESIDENTIAL BUILDINGS	
1. Roofing	<ul style="list-style-type: none">• Installation of Class A UL/ASTM fire rated roofing (metal, clay tile, asphalt shingles)• Installation of non-combustible gutters• Removal of needles, leaves and other combustible materials (e.g. overhanging branches)• Installation of closed eaves and vents with 3 mm (1/8") screening or ASTM ember resistant rated vents

2. Siding	<ul style="list-style-type: none"> • Installation of ignition resistant (fibre cement board, log) or non-combustible (stucco, metals, brick/stone) • Correction of all gaps, cracks, missing siding or holes where embers could accumulate, lodge or penetrate • Create 15 cm ground-to-siding non-combustible clearance
3. Windows & Doors	<ul style="list-style-type: none"> • Installation of tempered glass in all doors and windows • Installation of multi pane glass small/medium and treated in all windows and doors • Correction of gaps in doors (including garage doors) where embers could accumulate, lodge or penetrate
4. Balcony, deck, porch or open foundation	<ul style="list-style-type: none"> • Ensure that there are no gaps or cracks where embers could accumulate, lodge or penetrate • Removal of combustible debris under balcony, deck, porch or open foundation • Deck is constructed out of heavy timbre, non-combustible or fire-rated construction with non-combustible surface
YARD / NON-COMBUSTIBLE ZONE (0 TO 1.5 METRES)	
5. 1.5 metres from furthest extent of home	<ul style="list-style-type: none"> • Ensure only non-combustible surfaces present • Removal of combustible debris, materials, fences or plants that are present
YARD / ZONE 1 (1.5 TO 10 METRES)	
6. Woodpiles	<ul style="list-style-type: none"> • Relocate woodpiles more than 10 metres from home
7. Unmitigated outbuildings	<ul style="list-style-type: none"> • Relocate outbuildings more than 15 metres (50 feet) from home
8. Trees	<ul style="list-style-type: none"> • Replacement or removal of mixedwood and/or conifer species
9. Surface vegetation	<ul style="list-style-type: none"> • Ensure a well-maintained lawn (15 cm or shorter, low flammability, low growing discontinuous plants) • Removal of flammable plants, continuous plants or tall growing plants • Removal of twigs, branches, logs and accumulations of tree needles or leaves and other combustible materials
YARD / ZONE 2 (10 TO 30 METRES)	
10. Forest	<ul style="list-style-type: none"> • Planting of healthy and properly spaced deciduous • Replacement or thinning of mixedwood (both deciduous and conifer) • Creation of separated and thinned conifers (if present)
11. Surface vegetation	<ul style="list-style-type: none"> • Removal of surface vegetation within 10-30 metres • Removal or proper spacing of flammable shrubs within 10-30 metres • Removal of low tree branches within 2 metres of the ground

Appendix 3 – Funding Requirements for Fuel Management Activities

Fuel Management Activities

A [fuel management prescription](#) is a document that identifies the objectives and strategies to lower the wildfire hazard in an identified area. Prescriptions ensure that proposed treatments include clearly defined objectives for fuel management that will result in a measurable reduction in the wildfire risk to a value while meeting all legislated and non-statutory requirements. Updating prescriptions for maintenance treatments is also eligible for funding.

Fuel management treatments are the manipulation or reduction of living or dead forest and grassland fuels to reduce the rate of spread and head fire intensity and enhance likelihood of successful suppression, generally outside of FireSmart Noncombustible Zone and Priority Zones 1, 2 and 3. This may include treatments such as thinning, spacing and pruning trees, and removal of woody debris and needles (i.e. surface fuel) from the forest floor. The intent is to reduce fuel load and reduce the potential for devastating wildfires.

[Prescribed burns](#) primarily for fuel management objectives are eligible for funding.

Maintenance treatments (generally for areas that have had fuel management treatments in the last 5 years) are eligible for funding. It is expected that maintenance treatments will have lower costs. Applicants should discuss any proposed maintenance activities with a BCWS Wildfire Prevention Officer or FNESS Fuel Management Liaison/Specialist to ensure that the requirements for a new or updated fuel management prescription are addressed.

Phased Projects

Applicants can apply for fuel management projects that include prescription or burn plan development and fuel management treatment for the same treatment unit(s) provided that sufficient detail on estimated treatment size and post-treatment outcomes are included. Under the FireSmart Community Funding & Supports program, this is considered a phased project and specific funding conditions will apply.

Table 3: Eligible Fuel Management Activities	
Fuel Management Prescriptions/Burn Plans	Fuel Management Treatment
Activities related to prescription or burn plan development and any required assessments (e.g. geotechnical, archaeological) or wildfire modelling	Pre-treatment activities: activities required to obtain authorizations, danger tree assessments, notification to First Nations and stakeholders and public engagement costs
Information sharing with First Nations , as required by the Land Manager	Treatments: pruning, thinning, tree falling, brushing, grazing, debris management and/or prescribed fire
Site evaluation, including field reconnaissance, threat plots and data collection, and the evaluation of site access	Post-treatment activities: completion of threat assessments (only for local government and First Nations land), signage
Lay out and traversing of proposed areas for treatments	Preparation of all final report requirements, including maps, spatial data and metadata
Preparation of all final report requirements, including maps, spatial data and metadata	

Application Requirements

In addition to the required application materials for the FireSmart Community Funding & Support program, projects that include fuel management activities are required to submit:

- Worksheet 2: Proposed Fuel Management Activities and all required attachments
- PDF map, at appropriate scale, outlining the area of interest, proposed treatments units, land status and tenure overlaps
- Current, acceptable wildfire threat assessment documentation and rationale for the proposed treatment unit(s)
- For fuel management treatments only:
 - Completed prescription and/or burn plan
 - Project boundary spatial layer as defined in Section I of Appendix 4

Interim Report Requirements for Phased Projects Only

For projects that include prescription/burn plan development and fuel management treatment for the same treatment unit(s):

- The completed prescription/burn plan must be reviewed and supported by a BCWS Wildfire Prevention Officer or FNESS Fuel Management Liaison/Specialist prior to initiation of the fuel management treatment.
- In order to receive authorizations for the treatment, the land manager will require the completed prescription/burn plan as well as additional information. This may include:
 - Maps
 - Project boundary spatial layer
 - Confirmation that First Nations information sharing has been completed
- If the applicant is requesting a progress payment at the completion of the prescription/burn plan phase, a copy of the information required by the land manager for authorizations is required to be submitted to UBCM at that time. Otherwise, this information is required to be submitted as part of the final report.

Final Report Requirements

In addition to the required final report materials for the FireSmart Community Funding & Support program, projects that include fuel management activities are required to submit the following.

Table 4: Fuel Management Final Report Requirements	
Fuel Management Prescriptions/Burn Plans	Fuel Management Treatments
Copy of the fuel management prescription that is signed and sealed by a Registered Forest Professional including all ancillary assessments (e.g. terrain stability).	Post-treatment wildfire threat assessments
PDF maps, at appropriate scale, as identified in Appendix 4	PDF maps, at appropriate scale, as identified in Appendix 4

<p>Spatial data, as identified in Appendix 4, is required for Provincial Crown land (to support Land Manager clearances) only if the approved project does not include fuel management treatments of the prescribed area.</p>	<p>Provincial Crown land: treatments will be required to be entered into RESULTS.</p> <p>Local government or First Nations land (i.e. non-Provincial Crown land): Spatial data is required, as identified in Appendix 4</p>
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Appendix 4: Requirements for Maps & Spatial Data

Large format georeferenced PDF maps that clearly represent (at a suitable scale) the following required content and spatial data submissions, including metadata, are required as part of the final report requirements for CWPPs and fuel management activities.

A. Summary of Map & Spatial Data Requirements

	Maps	Spatial Data Layers	Notes
CWPPs	<ul style="list-style-type: none">Area of Interest (AOI) and VARLocal Fire RiskProposed Fuel Treatment Units	<ul style="list-style-type: none">AOIFUEL_TYPEPROPOSED_TREATMENTFUEL_ASSESSMENT_PLOTWILDFIRE_RISK orFIRE_THREATTHREAT_PLOT	<p>Refer to Part B and C for maps</p> <p>Refer to Part F, G, H and J for spatial data</p>
Prescriptions	<ul style="list-style-type: none">Fuel management Prescription	<ul style="list-style-type: none">PRESC_PROJECT_BOUNDARYPRESC_TREATMENT_UNIT	<p>Refer to Part B and D for maps</p> <p>Refer to Part F, I and J for spatial data</p>
Fuel Management Treatments	<ul style="list-style-type: none">Fuel Management Treatment	<ul style="list-style-type: none">OP_PROJECT_BOUNDARYOP_TREATMENT_UNITOP_STAND_TREATMENTOP_DEBRIS_MGMT	<p>Refer to Part B and E for maps</p> <p>Refer to Part F, I and J for spatial data</p>

B. Mandatory Requirements for All Maps

- Descriptive title
- Scale (as text or scale bar)
- North arrow
- Legend
- SWPI Project number and proponent name
- Date
- Reference data such as roads, railways, transmission lines, pipelines, water bodies and rivers/creeks
- Compress map files to reduce unnecessary large file sizes

C. Required Maps for CWPPs

MAP 1: Area of Interest (AOI) and VAR

- CWPP AOI
- Land ownership and administrative boundaries (Municipal, Federal, Private, Parks, Crown etc.)
- Relevant tenures such as range, woodlots, community forests, Tree Farm
- Fire Department Boundaries
- Proposed or completed fuel treatments
- Optional: FireSmart areas, Wildfire Hazard Development Permit Areas
- Values at risk (critical infrastructure)
- High environmental and cultural values
- Hazardous values at risk

MAP 2: Local Fire Risk

2017 Wildfire Threat Assessment Guide	2012 Wildfire Threat Assessment Guide
<ul style="list-style-type: none">• CWPP AOI• Local Wildfire Risk Polygons• Fuel Assessment Plots• WUI Zones (if applicable)• Hectares of each Local Wildfire Risk Class must be stated on the map in a table	<ul style="list-style-type: none">• CWPP AOI• Wildfire Behaviour Threat Class• WUI Threat Class• Threat Plots• Hectares of each Wildfire Behaviour Threat Class and WUI Threat Classes must be stated on the map in a table.

MAP 3: Proposed Fuel Treatment Units

- CWPP AOI
- Land Status and tenure overlaps e.g. range, woodlots etc.
- Proposed fuel treatment units
- Previously completed treatments (labelled by year)
- Hectares of Proposed Fuel Treatments in a table on map (PROPOSED_TREATMENT_ID, AREAHA)
- Relevant Threat plot locations / labelled by PLOT_NUMBER

D. Required Map for Fuel Management Prescriptions

- PRESC Project Boundary with land status and tenure overlaps (e.g. range, woodlots, area based tenures)
- Access including proposed roads, and stream crossings
- Values including any reserves, wildlife habitat areas, or critical infrastructure
- Streams, wetlands, lakes including the class and identification number/name
- Areas of safety concern (steep slopes).
- PRESCRIBED_TREATMENT_UNIT (labelled by PROPOSED_TREATMENT_ID)
- Access including existing/proposed roads, trails and stream crossings
- Previously completed treatments if applicable (labelled by year)
- Table with all areas identified in Treatment Unit Summary, including treatment regime and hectares
- Relevant Threat plot locations / labelled by PLOT_NUMBER

E. Required Map for Fuel Management Treatment

- OP project boundary with land status and tenure overlaps (e.g. range, area based tenures woodlots)
- OP_TREATMENT_UNIT (labelled by PROPOSED_TREATMENT_ID)
- Stand treatment and debris management activity summary by hectares of treatment unit in a table on the map
- Previously completed treatments if applicable (labelled by year)
- Relevant Threat plot locations / labelled by PLOT_NUMBER

F. Spatial Data Requirements

The Province of BC uses ArcGIS 10.3 and all spatial data submissions must be compatible with ArcGIS 10.3. In addition, some feature layers as identified in the table below, are also required in a KMZ format.

Spatial data must conform to the following general formats, naming conventions and standards.

1. **Data Format and Naming Conventions:** Data must be submitted in a File Geodatabase (FGDB) and KMZ format and must conform to the conventions for feature dataset names, feature class names, attribute names, and attribute values as identified in the individual project sections. It is strongly recommended that you use the template FGDB in order to facilitate meeting this requirement.

FGDB and KMZ names must adhere to the following naming standard:

<Local Government/First Nation Band Number>_<ProjectTypeAndDescription>

For example: PrinceGeorge_CWPPNorthPG.gdb

PrinceGeorge_CWPPNorthPG_LocaData.gdb

PrinceGeorge_CWPPNorthPG.KMZ

FN699_CWPPNorthPG.gdb

FN699_CWPPNorthPG_LocalData.gdb

FN699_CWPPNorthPG.KMZ

2. **FGDB Projection:** The projection standard is NAD_1983_BC_Environment_Albers (EPSG:3005), with parameters of:

Central meridian: -126.0° (126°00'00" West longitude)

Latitude of projection origin: 45.0 (45°00'00 North latitude)

First standard parallel: 50.0° (50°00'00" North latitude)

Second standard parallel: 58.5° (58°30'00" North latitude)

False easting: 1000000.0 (one million metres)

False northing: 0.0

Datum: NAD83, based on the GRS80 ellipsoid.

3. **Data Quality:** Submitted data must meet general data quality guidelines to ensure corporate data quality standards are met. Data with slivers, gaps between adjacent polygons, and geometry errors will not be accepted.
4. **Metadata:** Metadata must be provided for all spatial layers, referenced in the CWPP template, which are not defined in this program guide. The metadata standard is FGDC and is required to be submitted in .xml format. Metadata must document the following:
 - a. A description of what each dataset represents for all datasets provided in addition to what is outlined in the individual project sections.
 - b. A description of each attribute and the codes/values used to populate it for all attributes provided in addition to what is outlined in the individual project sections.
 - c. Data Source information including where the data came from, the currency of the information and source contact details for potential follow-up
 - d. For resultant datasets, metadata must also include the methodology and source data used in the creation of the resultant, the date of creation, and contact details for the person who created it.
5. **Submission:** The method for spatial data submission is a file geodatabase (FGDB) compressed into a zip file and KMZ file(s)

Additional notes about CWPP submissions:

- All spatial layers in addition to those identified in this guide, that are a key component of the CWPP maps or plan, must be included as part of the spatial submission and must include metadata.
- If more than one data collection method was used, please choose the value that best represents how the information was captured.

Additional notes about Fuel Management submissions:

- The prescription_ operational project boundary represents the net operational area.
- One single or multi part polygon must be submitted for each treatment unit and/or activity.
- Project boundary, Treatment unit and spatial hectares must match the net hectares stated on the maps and in the final report.

Please note: Spatial data submissions will be evaluated against these criteria. The final report and payment of grant funding will not be approved until all of these criteria are met.

G. Specific Submission Requirements by Project Type - Community Wildfire Protection Plan

Feature Layer Name	KMZ	Feature Layer Description	Mandatory Attributes	Attribute Description	Attribute Details (Data type, length)
AOI	YES	CWPP area of interest	DATA_COLLECTION_DATE	Date spatial data was collected	Date (DD/MM/YYYY)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
			AREAHA	Area in hectares	Double
FUEL_TYPE	YES	Fuel Type	FUEL_TYPE	Fuel Type. See Table 2	Text, 15
			CROWN_BASE_HEIGHT	Crown base (CBH) height for C-6 Fuel type	Double
			PERCENT_CONIFER	Percent conifer (PC) for M-1/M-2 Fuel types	Short integer
			DATA_COLLECTION_DATE	Date the spatial data was collected	Date (DD/MM/YYYY)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
			AREAHA	Area in hectares	Double
PROPOSED_TREATMENT	YES	Proposed gross treatment area	PROPOSED_TREATMENT_ID	Unique proposed treatment identifier	Text, 7
			DATA_COLLECTION_DATE	Date spatial data was collected	Date (DD/MM/YYYY)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
			AREAHA	Area in hectares	Double

H. Threat Plot Submissions

If using the 2017 Wildfire Threat Assessment Guide the following layers are also required:

Feature Layer Name	KMZ	Feature Layer Description	Mandatory Attributes	Attribute Description	Attribute Details (Data type, length)
FUEL_ASSESSMENT_PLOT	YES	Field fuel assessment plot locations to confirm site level fuel stratum of a fuel type	PLOT_NUMBER	Plot number corresponding to Fuel Assessment Worksheet	Text, 7
			ECOPROVINCE_CODE	Ecoprovince. See Table 3	Text, 5
			FUEL_ASSESSMENT_RATING	Site level Fuel Assessment Rating. See Table 4	Text, 10
			DATA_COLLECTION_DATE	Date spatial data was collected.	Date (DD/MM/YYYY)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
WILDFIRE_RISK	YES	Dataset indicating area and risk class as described in CWPP Template	WILDFIRE_RISK_CLASS	Wildfire Risk Class See Table 5	Text, 10
			DATA_COLLECTION_DATE	Date spatial data was collected	Date (DD/MM/YYYY)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
			AREAHA	Area in hectares	Double

If using the 2012 Wildfire Threat Assessment Guide the following layers are also required:

Feature Layer Name	KMZ	Feature Layer Description	Mandatory Attributes	Attribute Description	Attribute Details (Data type, length)
FIRE_THREAT	YES	Dataset indicating area and threat class as described in current Threat Rating Guide	FIRE_BEHAVIOUR_THREAT_CLASS	Wildfire behaviour threat class based on definitions in current Threat Rating Guide. See Table 6	Text, 10
			WUI_THREAT_CLASS	WUI threat class based on the definitions in of current Threat Rating Guide. See Table 7	Text, 10
			DATA_COLLECTION_DATE	Date spatial data was collected	Date (DD/MM/YYYY)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
			AREAHA	Area in hectares	Double

THREAT_PLOT	YES	Ground truthed threat plot locations to confirm fire threat	PLOT_NUMBER	Plot number corresponding to Wildfire Threat Worksheet	Text, 7
			THREAT_PLOT_QUALIFIER	Qualifier to indicate whether the threat assessment plot was done before or after the fuel treatments were completed. See Table 8	Text, 5
			FIRE_BEHAVIOUR_THREAT_CLASS	Wildfire behaviour threat class based on definitions in current Threat Rating Guide. See Table 2	Text, 10
			DATA_COLLECTION_DATE	Date spatial data was collected.	Date (DD/MM/YYYY)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45

I. Specific Submission Requirements for Fuel Management (Follow Threat Plots Guidance Above for Threat Plots)

Feature Layer Name	KMZ	Feature Layer Description	Mandatory Attributes	Attribute Description	Attribute Details (Data type, length)
PRESC OR OP_PROJECT_BOUNDARY	YES	Single or multi-part dissolved polygon layer defining the <u>net</u> area under prescription	DATA_COLLECTION_DATE	Date spatial data was collected	Date (DD/MM/YYYY)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
			AREAHA	Area in hectares	Double
PRESC_TREATMENT_UNIT	YES	Prescription treatment units	TREATMENT_UNIT_ID	Treatment Unit ID	Text, 10
			CURRENT_FUEL_TYPE	Current treatment unit fuel type. See Table 2	Text, 15
			CURRENT_STEMS_PER_HA	Current treatment unit density stems per hectare	Long integer
			LOCATION_NAME	Geographic description of treatment unit	Text, 50
			DATA_COLLECTION_DATE	Date spatial data was collected	Date (DD/MM/YYYY)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
			AREAHA	Area in hectares	Double

Feature Layer Name	KMZ	Feature Layer Description	Mandatory Attributes	Attribute Description	Attribute Details (Data type, length)
OP_TREATMENT_UNIT	YES	Operational treatment units	TREATMENT_UNIT_ID	Treatment Unit ID	Text, 10
			POST_STEMS_PER_HA	Current treatment unit density stems per hectare	Long integer
			LOCATION_NAME	Geographic description of treatment unit	Text, 50
			DATA_COLLECTION_DATE	Date spatial data was collected	Date (DD/MM/YYYY)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
			AREAHA	Area in hectares	Double
OP_STAND_TREATMENT	YES	Operational stand treatment area	STAND_TREATMENT_TECHNIQUE	Broad category of technique used for stand treatment activity. See Table 9	Text, 20
			STAND_TREATMENT_METHOD	Method used to perform treatment activity. See Table 9	Text, 20
			STAND_TREATMENT_END_DATE	Date stand treatment activity completed.	Date (DD/MM/YYYY)
			DATA_COLLECTION_DATE	Date spatial data was collected	Date (DD/MM/YYYY)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
			AREAHA	Area in hectares	Double
OP_DEBRIS_MGMT	YES	Operational debris management area	DEBRIS_MGMT_TECHNIQUE	Broad category of technique used for debris management activity. See Table 10	Text, 20
			DEBRIS_MGMT_METHOD	Method used to perform debris management activity. See Table 10	Text, 20
			DEBRIS_MGMT_END_DATE	Date debris management activity completed	Date (DD/MM/YYYY)
			DATA_COLLECTION_DATE	Date spatial data was collected	Date (DD/MM/YYYY)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
			AREAHA	Area in hectares	Double

J. Attribute Value Reference Tables

Table 1: Data Collection Method

DATA_COLLECTION_METHOD	DESCRIPTION
differentialGPS	The data was captured with a differential GPS unit, or was post-processed with information received from known reference stations, to improve data accuracy.
Digitizing	The data was converted from an analog map into a digital format using a digitizing tablet connected to a computer.
GISAnalysis	The data was created as a result of a GIS Analysis.
nondifferentialGPS	The data was captured with a GPS unit but was not post-processed or was captured with a GPS unit incapable of doing differential GPS.
orthoPhotography	The data was delineated from an orthophoto (aerial photography).
Photogrammetric	The data was delineated using photographs or images in stereo pairs
satelliteImagery	The data was delineated from a satellite image.
sketchMap	The data was hand sketched, either on an analog map or on-screen.
tightChainTraverse	The data was surveyed with a hand compass and chain to create a closed traverse.

Table 2: Fuel Type

FUEL_TYPE	DESCRIPTION
C-1	C-1 Spruce Lichen Woodland
C-2	C-2 Boreal Spruce
C-3	C-3 Mature Jack or Lodgepole Pine
C-4	C-4 Immature Jack, Lodgepole Pine, densely stocked Ponderosa Pine, or Douglas Fir
C-5	C-5 Red and White Pine
C-6	C-6 Conifer Plantation
C-7	C-7 Ponderosa Pine or Douglas Fir
D-1/2	D-1/2 Green or Leafless Aspen or Deciduous shrub
S-1	S-1 Jack or Lodgepole Pine slash
S-2	S-2 White Spruce, Balsam slash
S-3	S-3 Coastal Cedar, Hemlock, Douglas-Fir slash
O-1a/b	O-1a/b Matted or Standing Grass
M-1/2	M-1/2 Green or Leafless Mixedwood
M-3	M-3 Dead Balsam Fir Mixedwood – leafless
Non-fuel	Non-fuel
Unclassified	Unclassified
Water	Water

Table 3: Ecoprovinces

ECOPROVINCE_CODE	DESCRIPTION
SAL	Southern Alaska Mountains
NBM	Northern Boreal Mountains
TAP	Taiga Plains
BOP	Boreal Plains
SBI	Sub-Boreal Interior
SIM	Southern Interior Mountains
SOI	Southern Interior
COM	Coast And Mountains
GED	Georgia Depression
NEP	Northeast Pacific
CEI	Central Interior

Table 4: Site Level Fuel Assessment Rating

FUEL_ASSESSMENT_RATING	DESCRIPTION
Low	Fires may start and spread slowly. There will be minimal involvement of deeper fuel layers or larger fuels.
Moderate	Forest fuels are drier and there is an increased risk of surface fires starting. There will be involvement of the organic layer but larger dead material will not readily combust.
High	Forest fuels are very dry, new fires may start easily, burn vigorously; aerial fuel will be engaged in the flaming front. Most fuel in the organic layer will be consumed and larger dead fuel will be consumed in the smoldering combustion.
Extreme	Extremely dry forest fuel, new fires will start easily, burn vigorously; all aerial fuel will be engaged in the flaming front. Most fuel in the organic layer will be consumed and larger dead fuel will be consumed in the smoldering combustion.

Table 5: Wildfire Risk Class

WILDFIRE_RISK_CLASS	DESCRIPTION
NO DATA	No data private land
No Risk	The combination of the local fuel hazard (usually PSTA Class 0 or 1), weather influences, topography, proximity to the community, fuel (non-fuel) position in relation to fire spread patterns, and known local wildfire threat factors make it a no risk for threatening a community. These areas are non-fuel or sparsely vegetated and will not support spreading fires, and any patches of vegetation will usually self-extinguished. Low to no risk to any values at risk.
Low	The combination of the local fuel hazard, weather influences, topography, proximity to the community, fuel position in relation to fire spread patterns, and known local wildfire threat factors make it a lower potential for threatening a community. These stands will support surface fires, single tree or small groups of conifer trees could torch/ candle in extreme fire weather conditions. Fuel type spot potential is very low, low risk to any values at risk.
Moderate	The combination of the local fuel hazard, weather influences, topography, proximity to the community, fuel position in relation to fire spread patterns and known local wildfire threat factors make it possible that a wildfire in this area would threaten the community. Areas of matted grass, slash, conifer plantations, mature conifer stands with very high crown base height, and deciduous stands with 26 to 49% conifers. These stands will support surface fires, single tree or small groups of conifer trees could torch/ candle. Rates of spread would average between 2-5 meters/ minute. Forest stands would have potential to impact values in extreme weather conditions. Fuel type spot potential is unlikely to impact values at a long distance (<400m).
High	The combination of the local fuel hazard, weather influences, topography, proximity to the community, fuel position in relation to fire spread patterns, and known local wildfire threat factors make it likely that a wildfire in this area would threaten the community. This includes stands with continuous surface/ crown fuel that will support regular torching/ candling, intermittent crown and/or continuous crown fires. Rates of spread would average 6 -10 meters/ minute. Fuel type spot potential is likely to impact values at a long distance (400 -1 000m).
Extreme	The combination of the local fuel hazard, weather influences, topography, proximity to the community, fuel position in relation to fire spread patterns, and known local wildfire threat factors make it very likely that a wildfire in this area would threaten the community. Stands with continuous surface/ crown fuel and fuel characteristics that tend to support the development of intermittent or continuous crown fires. Rates of spread would average >10 meters/ minute. Fuel type spot potential is probable to impact values at a long distance (400 -1 000m or greater). These forest stands have the greater potential to produce extreme fire behaviour (long range spotting, fire whirls and other fire behaviour phenomena)

Table 6: Wildfire Behaviour Threat Class

FIRE_BEHAVIOUR_THREAT_CLASS	DESCRIPTION
NO DATA	No data private land
Very Low	These are lakes and water bodies that do not have any forest or grassland fuels. These areas cannot pose a wildfire threat and are not assessed.
Low	This is developed and undeveloped land that will not support significant wildfire spread.
Moderate	This is developed and undeveloped land that will support surface fires only. Homes and structures could be threatened.
High	Landscapes or stands that: <ul style="list-style-type: none"> • are forested with continuous surface fuels that will support regular candling, intermittent crown and/or continuous crown fires; • often include steeper slopes, rough or broken terrain with generally southerly and/or westerly aspects; • can include a high incidence of dead and downed conifers; • are areas where fuel modification does not meet an established standard.
Extreme	Consists of forested land with continuous surface fuels that will support intermittent or continuous crown fires. Polygons may also consist of continuous surface and coniferous crown fuels. The area is often one of steep slopes, difficult terrain and usually a southerly or westerly aspect.

Table 7: Wildfire Threat Class

WUI_THREAT_CLASS	DESCRIPTION
NO DATA	No data private land
NA	Wildfire behaviour threat class is not high or extreme.
Low	High or extreme wildfire behaviour threat class polygon is sufficiently distant from any development to not to have a direct impact on the community. The polygon is likely over two kilometers from any development.
Moderate	High or extreme wildfire behaviour threat class polygon is sufficiently distant from any development to not to have a direct impact on the community. The polygon is likely over five hundred meters from any development.
High	High or extreme wildfire behaviour threat class polygon is sufficiently distant from any development to not to have a direct impact on the community. The polygon is within 500 meters kilometers from a community or development.
Extreme	High or extreme wildfire behaviour threat class polygon is sufficiently distant from any development to not to have a direct impact on the community. The polygon is adjacent to a community or development.

Table 8: Threat Plot Qualifier

THREAT_PLOT_QUALIFIER	DESCRIPTION
PRE	The threat assessment plot was completed prior to the fuel treatments.
POST	The threat assessment plot was completed after the fuel treatments were finished.

Table 9: Stand Treatment Technique:

STAND_TREATMENT_TECHNIQUE	STAND_TREATMENT_METHOD
Prescribed Fire	Broadcast Burn
Pruning	Hand
Tree Felling	Hand
Tree Felling	Mechanical
Thinning	Hand
Thinning	Mechanical
Planting	NA

Table 10: Debris Management Technique:

DEBRIS_MGMT_TECHNIQUE	DEBRIS_MGMT_METHOD
Prescribed Fire	Pile Burning
Prescribed Fire	Broadcast Burn
Debris Management	NA
Debris Removal	Removal



REPORT | ADMINISTRATIVE REPORT TO COUNCIL

PRESENTED: October 8, 2019
FROM: Corporate and Community Services
SUBJECT: PERMISSIVE TAX EXEMPTION AMENDMENT BYLAW NO. 2249, 2019
REPORT: 19-131
FILE: 2249

COMMENT/RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

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

RECOMMENDATION

That Council consider giving first, second and third readings to “Permissive Tax Exemption Amendment Bylaw No. 2249, 2019”.

REFERENCES

“Permissive Tax Exemption Amendment Bylaw No. 2249, 2019” (Not attached)

PURPOSE OF REPORT

This purpose of this Report is to request Council’s consideration to renew the permissive tax exemption for the Whistler Waldorf School Society from 2020 through 2022 and update the address for the current permissive tax exemption for the Whistler Community Services Building at 8000 Nesters Road.

DISCUSSION

Whistler Waldorf School Society

The current permissive exemption for the Whistler Waldorf School Society expires on December 31, 2019. The Resort Municipality of Whistler has entered into a license agreement with the Whistler Waldorf School Society at 7328 Kirkpatrick Way for the period July 1, 2019 through June 30, 2022.

The Whistler Waldorf School Society meets the permissive exemption requirements of the *Community Charter* and the policy statement in the RMOW’s five-year financial plan.

Whistler Community Services Society

The Whistler Community Services Society currently has a permissive tax exemption that expires in 2022 for their building on Nesters Road. The address for the Whistler Community Services Building changed from 7600 Nesters Road to 8000 Nesters Road when the property was subdivided in 2017. BC Assessment has only recently updated their records, the new address will be reflected in their files on January 1, 2020.

Given these two changes, we are required to amend Schedule “A” of the existing “Permissive Tax Exemption Bylaw No. 2162, 2017”. All other properties listed on the schedule remain unchanged.

OTHER POLICY CONSIDERATIONS

A tax exemption must be adopted by bylaw on or before October 31 in order for the exemption to be in effect in the following year. The exemption applies to the next calendar year and any subsequent years, up to a total of 10 years as provided for in the bylaw.

The proposed permissive exemption is in accordance with the RMOW's policy statement as included in the "Five Year Financial Plan Bylaw 2019-2023 No. 2225, 2019", which includes the following:

"As permitted by the *Community Charter*, council has granted exemptions from municipal property taxes for the following general purposes:

- Land and improvements surrounding a statutorily exempt building for public worship; and
- Properties owned or held by a not-for-profit organization whose purpose is to contribute to the well-being of the community with the provision of cultural, social, educational or recreational services."

BUDGET CONSIDERATIONS

There are no budget considerations as these properties have all been previously exempted from property taxation.

COMMUNITY ENGAGEMENT AND CONSULTATION

As required in the *Community Charter* section 227, notice of this bylaw has been published in a local weekly newspaper for two consecutive weeks and posted in the public notice posting places.

SUMMARY

This Report seeks Council's consideration of a permissive tax exemption for the Whistler Waldorf School Society at 7328 Kirkpatrick Way for the period 2020 through 2022 and a change of address for the current permissive tax exemption for Whistler Community Services Society at 8000 Nesters Road.

Respectfully submitted,

Maureen Peatfield
MANAGER OF FINANCIAL SERVICES

for
Carlee Price
DIRECTOR OF FINANCE

for
Ted Battiston
GENERAL MANAGER OF CORPORATE AND COMMUNITY SERVICES



WHISTLER

MINUTES

REGULAR MEETING OF FOREST AND WILDLAND ADVISORY COMMITTEE

July 10, 2019, STARTING AT 3:00 – 5:00 P.M.

In the Flute Room

4325 Blackcomb Way, Whistler, BC V8E 0X5

PRESENT:

Name	Meetings to Date: 7
Present:	
AWARE, Claire Ruddy, Chair	7
Member at Large, Derek Bonin, Co-Chair	7
Councilor, Arthur DeJong	6
Member at Large, John Hammons	7
Member at Large, Colin Rankin	5
Member at Large, Trevor Burton	2
Member at Large, Melanie Tardif	6
Recording Secretary, Heather Beresford	7
Regrets:	
WORCA, Matt Cooper/Seb Kemp	2
Member at Large, Kathi Bridge	3
Member at Large, Mac Lowry	2

ADOPTION OF AGENDA

Moved by M. Tardif

Seconded by D. Bonin

That the Forest and Wildland Advisory Committee adopt the Forest and Wildland Advisory Committee Agenda of July 10, 2019.

CARRIED

ADOPTION OF MINUTES

Moved by M. Tardif

Seconded by J. Hammons

That the Forest and Wildland Advisory Committee adopt the Forest and Wildland Advisory Committee Minutes of June 12, 2019.

CARRIED

PRESENTATIONS

Discussion re: Spearhead Huts and trail development/management in Garibaldi Park.

ACTION: Invite BC Parks and Spearhead Hut representatives to a future FWAC meeting to discuss plans.

Updates

Council:

- Special Events Bylaw passed – emphasis on zero waste generation
- E-bike policy adopted
- WB discussing how to keep rehab projects related to its no net habitat loss policy in the local area

AWARE:

- AWARE commenting on RMOW Parks Master Planning exercise
- Destination BC recently presented its Sea to Sky strategy.
- Developing its Eco-Citizen video with Switchback Entertainment; targeted at guests and front-line staff; autumn 2019 release date
- Northern Goshawk surveys scheduled for July, funded by CFOW Environmental Legacy Fund

WORCA:

- Trail crew working on Comfortably Numb
- Jane Lakes trail received volunteer and crew time, realignment around lake and trail bed reconstruction, new bridges
- Work on Chipmunk trail and Lord of the Squirrels
- After that, crews will move to more central valley trails

RMOW:

- Developing 10 year wildfire mitigation plan with Blackwell & Associates
- Wildfire thinning project in Kadenwood area underway
- Will release a 3-year RFP in July for interface fuel thinning projects.
- Alpine trails and grizzly bears – met with provincial staff to clarify roles, responsibilities and input. Plan will be revised and released asap.

Cheakamus Community Forest:

- Fuel thinning largely complete on Cheakamus Lake Road. Will continue on rest of the road over winter 2019/20.

Trail Planning Work Group:

- Meeting scheduled for July 31

Noted that Outdoor Recreation Council and other clubs are working to double the provincial parks budget to bring it back to previous levels.

Annual FWAC Report to CCF

A presentation by Heather Beresford, Environmental Stewardship Manager, was held regarding the draft FWAC Annual Report to the CCF and a discussion was held.

- Key map needs legend.
- Volume harvested in Table 2 conflicts with Table 1 – consider removing one; also add BEC zone column to Table 1
- Include that CCF is supposed to report out on old growth harvested annually as per the EBM Plan.
- Need explanation of why Cheakamus 15 was included on site visit if it wasn't harvested in 2018 Probably harvested and visited in prior year, but visit comments not yet documented.

- CCF still not harvesting total AAC, Add discussion explaining why harvest is down and discuss the outlook for future harvest levels.
- Section 2.3 – key questions revisited for relevancy. Suggestion to review against the FWAC terms of reference.
- Add an outcome section for previous recommendations
- Add an executive summary, field trip notes to become an appendix
- Recommend that CCF update the EBM Plan on a 10 year cycle

ACTION: email next draft to FWAC and work toward finalizing before September meeting.

A presentation by Claire Ruddy, AWARE Executive Director, was held regarding the Old Forest Map and a discussion was held.

Old Forest Map

- The map was completed with Bob Brett, Snowline Consultants; funded by CFOW Environmental Legacy Fund and WB Envirofund
- Shows highlights of 10 years of tree coring in the area
- Meant for public use and visitors

Discussion:

- FWAC reviewed tables provided by J. Hammons summarizing latest provincial forest inventory information (2018) by seral stage and Biogeoclimatic Ecosystem Classification (BEC) zone. Most harvesting happened in low elevations; upper elevations still have significant amounts of old forest. In total, the Whistler Landscape Unit forest is 61% Old and 18% Mature (see attached one pager).
- CCF should have a policy to set aside the largest, oldest trees.
- Province is setting new policy around old trees, CCF should consider following it.

OTHER BUSINESS/FUTURE AGENDAS


- BC Parks and Spearhead Hut representatives to a future FWAC meeting to discuss plans.
- David Powe resigned due to work relocation. Advertise all new positions after October meeting.
- No meeting in August, next meeting September 11

MOTION TO TERMINATE

Moved by C. Rankin

That the Forest and Wildland Advisory Committee Meeting of July 10, 2019 be terminated at 4:58 p.m.

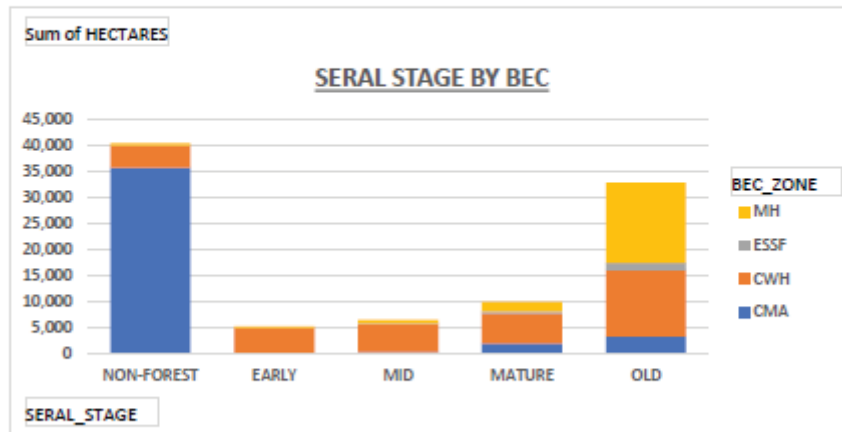
CARRIED


Chair, Claire Ruddy


Recording Secretary, Heather Beresford

HOW MUCH OLD AND MATURE FOREST AROUND WHISTLER?

(WHISTLER LANDSCAPE UNIT 2018 PROVINCIAL VRI DATA)



Note: BEC Zone CWH = Lower elevation costal western hemlock; MH = Upper elevation Mountain Hemlock; ESSF = Eagleman Spruce, Subalpine Fir; CMA = Coast Mountain Alpine.

FOREST NONFOREST

Forest Ha	53,822	57%
Non Forest Ha	40,309	43%

DISTRIBUTION OF FOREST AREA BY SERAL STAGE AND BEC

	FOREST	CMA	CWH	ESSF	MH
EARLY	9%	0%	17%	0%	2%
MID	12%	35%	20%	20%	10%
MATURE	18%	3%	19%	3%	4%
OLD	61%	62%	44%	77%	84%
ALL	100%	100%	100%	100%	100%

DATA

Sum of HECTARES	BEC_ZONE				
SERAL_STAGE	CMA	CWH	ESSF	MH	Grand Total
NON-FOREST	35,643	4,132	3	531	40,309
EARLY		4,745		280	5,025
MID	144	5,432	53	681	6,309
MATURE	1,734	5,792	367	1,897	9,790
OLD	3,109	12,756	1,386	15,446	32,697
Grand Total	40,630	32,858	1,809	18,835	94,131



WHISTLER

MINUTES

**REGULAR MEETING OF ADVISORY DESIGN PANEL
WEDNESDAY, JULY 17, 2019, STARTING AT 1:10 P.M.**

**In the Flute Room
4325 Blackcomb Way, Whistler, BC V8E 0X5**

PRESENT:

Architect AIBC, Peter Lang
MBCSLA, Julian Pattison
Dale Mikkelsen, UDI
Member at Large, Pat Wotherspoon
MBCSLA, Grant Brumpton
Councillor, Duane Jackson
Planning Director, Mike Kirkegaard
Planner, Robert Brennan
Planner, Roman Licko
Recording Secretary, Karen Olineck

ADOPTION OF AGENDA

Moved by Peter Lang
Seconded by Pablo Leppe

That Advisory Design Panel adopt the Advisory Design Panel agenda of July 17, 2019.

CARRIED

ADOPTION OF MINUTES

Moved by Pat Wotherspoon
Seconded by Pablo Leppe

That Advisory Design Panel adopt the Regular Advisory Design Panel minutes of May 22, 2019.

CARRIED

COUNCIL UPDATE

Councilor Jackson provided an update of the most current topics being discussed by Council. OCP back for third reading consideration at the next Council meeting. The Whistler Sports Legacy project was well received by Council. Parcel A – making good progress on feedback from Panel. Hoping to come back to the board soon.

PRESENTATIONS/DELEGATIONS

File No. CM 114
1st Review
4966 Horstman Lane

The applicant team of Brent Murdoch, Brent Murdoch and Company entered the meeting at 1:20 p.m.

Roman Licko, RMOW introduced the project. Staff seeks Panel comments. There is a covenant registered on the Horstman Estates which states that proposed dwellings over 5000 square feet require Advisory Design Panel review. This proposal is for more than 5000 square feet.

This project is also proposing to amend the building envelope on the parcel. The existing envelope is offset to one side and there is a smaller setback to the south side. The intent is to expand the envelope to reduce the north side setback and also increase the south setback to be more representative of what is in the current zoning bylaw - six metre setback on dwellings over 5000 square feet.

Brent advised on the following:

1. Horstman Estates has been around for thirty years and part of the subdivision is regulated by the amended Blackcomb Land Use Contract.
2. The majority of the parcels allow for a 2000-3500 square foot dwelling with a few lots more substantial, including this one which has a parcel area of 26,000 square feet.
3. The building envelope is not in keeping with the nature of the site and the size of the site.
4. The applicant team has proposed a revised building envelope, not quite the same as the development covenant would permit. The proposed moderate envelope size would allow placement of the building lower down the slope which will still meet the height regulations.
5. The visual impact to the neighbouring properties has been improved – as the ridgeline of the proposed home is 12-14 feet lower than what it would be for a similar three storey home on that site within the existing envelope. This allows for a more livable footprint.
6. The house being proposed takes advantage of that envelope stretching out a larger floor plate with roughly 6500 square feet on the upper two floors with some excluded space in the basement. This is not an

aggressive approach - meaning we have the potential to do 125% of that main floor plate. This is closer to 45% of the overall footprint.

7. There is a landscape buffer of six metres at the front and there is a tree preservation line that is below the sewer right of way.
8. This project is being developed to DP level for presentation of form, character material etc. for panel review.
9. The only thing offside with the design guidelines is that in the original requirement for cedar shake roof, but not there seems to be more support for a metal roof as it relates to wildfire.
10. General landscaping is really looking at the exterior spaces rather than heavy landscape planting – this will come in time.

Panel offers the following comments

Site Context and Circulation, including accessibility

1. Panel generally supports the increased building footprint as it relates to the covenant modification.
2. Panel ask that the applicant pay attention to the modified area to ensure that this increased footprint ensures a better design, better sightlines, and more neighbourliness.

Building Massing, Architecture Form and Character

1. Panel is in agreement with drop in grade and overall height is supported.
2. Form and materials fit well and seem suitable and appropriate.
3. Panel noted design seems to satisfy the privacy of the existing developments and homes and is generally neighbourly.

Materials, Colours and lighting

1. Panel see no issues with the colours and materials. In keeping with aesthetics of the neighborhood.
2. Panel did note that attention to paving materials on driveway are important given the modified driveway design and location and presence on the street.

Hard and Soft Landscaping

1. Panel notes that they are unsure of how the building will relate to landscape given that a landscape plan was not provided.
2. Panel noted that some attention will have to be made to the grade changes as a result of the Fortis ROW and the kind of retaining that may impact the rear landscaping.

Moved by Peter Lang
Seconded by Pablo Leppe

That the Advisory Design Panel generally supports the covenant modification as proposed, the design of the building, and appreciates the reduced height and neighbourliness of the proposal and site access, but seeks to ensure that staff

are comfortable with the proposed modification in regard to required variances and the precedence this modification may set – but the panel notes they are not able to comment on landscape, protection of tree covenant, and new pool addition.

CARRIED

The applicant team left the meeting at 2:10 p.m.

The applicant team of Brent Murdoch, Jennifer Levitt; Brent Murdoch and Company, Nicole Baudisch, Sarah McCullough; Whistler Blackcomb entered the meeting at 2:12 p.m.

File No.
RZ 1162/DP 1698
4802 Glacier Lane

Robert Brennan, RMOW introduced the project. This is a preliminary application for Glacier 8. It is very similar in shape and form as the other buildings, but a bit larger. More details will be forthcoming on how the building will be visible from the street. They are taking advantage of an already cleared site. Staff is seeking preliminary panel input.

Brent Murdoch Commented on the following:

1. Glacier 8 staff housing project will provide housing for seasonal employees for Whistler Blackcomb Staff. The need has changed over the years and now we also see year round need for housing.
2. The building is very similar in shape and form as the other buildings.
3. We are pursuing rezoning and development for this project to be done and construction details will be defined as time comes.
4. We saw an opportunity to develop the attic space and increase the height of the building with the tall gable roof which will offer us variation and uses for other spaces, particularly social and common spaces.
5. There is a livability that can be added to the campus above and beyond just a bed.
6. These buildings were built close to twenty seven years ago with a very set floorplan and not a lot of variation between the buildings in terms of front and back common spaces, and the two bedroom configuration. This remains the need of the typical seasonal employee.
7. Architecturally it's a rubber stamp of what already exists with consideration of an elevator for practically.
8. The parking count over the entire campus is very light. To address the light parking, programs such as car rental company Zipcar and shuttle busses are encouraged.
9. There will be improvement to campus garbage and recycling facility – getting more streamlined.

Panel offers the following comments:

Site Context and Circulation, including accessibility

1. Panel in support of an elevator to facilitate circulation and accessibility and also day-to-day movement of supplies.

2. General support for the social spaces but ask that the applicant provide appropriate wayfinding/access to those spaces – make sure they are well announced and accessible to all residents. More of a “front-door” presence is needed.
3. Panel ask applicant to further consider parking, or at least have a proper parking needs analysis undertaken to ensure that this project will not require additional spaces – if additional spaces are needed, they should be identified within the current campus area through re-allocation of spaces (i.e. – old garbage area) or re-painting to smaller car spaces.

Building Massing, Architecture Form and Character

1. Panel in support of this project as housing is greatly needed.
2. Panel supports the scale of this project and the general architectural form and unit layout.
3. Panel would like to see a stronger ground-level presence and access to the social and common areas.

Materials, Colours and Lighting

1. The project is too early in design to speak specifically to this, however Panel noted that the colours and materials should be in the context of the existing campus, but the ground level should have some features that highlight the social and welcoming nature of the building.

Hard and Soft Landscaping

1. Panel ask that the applicant consider the overall landscaping for the entire campus and the operational functions of the campus – wayfinding, signage, garbage, parking, etc.
2. Panel ask that the applicant look at landscaping fronting the access road to minimize impact to naturalized areas and ensure privacy, and to enhance and provide outdoor social space.

*Moved by Julian Pattison
Second by Pat Wotherspoon*

That the Advisory Design Panel supports the preliminary plan for Glacier 8 inclusive of elevator and the general replication of the architectural form and unit layout, but would advise the applicant to consider carefully the location of outdoor social spaces, access and programming of indoor social spaces, overall wayfinding of the site, and consideration of parking needs.

CARRIED

The applicant team left the meeting at 3:10 p.m.

OTHER BUSINESS

TERMINATION

Moved by Pablo Leppe
Seconded by Julian Pattison

That the ADP Committee Meeting of July 17, 2019 be terminated at 3:20 p.m.

CARRIED



CHAIR: Dale Mikkelsen, UDI



SECRETARY: Mike Kirkegaard

**RESORT MUNICIPALITY OF WHISTLER
ZONING AMENDMENT BYLAW (DELETE TEMPORARY USE PERMITS FOR HOME-BASED
ARTIST STUDIOS) NO. 2242, 2019**

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

WHEREAS Council may, by bylaw, divide all or part of the area of the Municipality into zones, name each zone and establish the boundaries of the zone, regulate the use of land, buildings and structures within the zones, and prohibit any use in any zone;

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

1. This Bylaw may be cited for all purposes as "Zoning Amendment Bylaw (Delete Temporary Use Permits for Home-Based Artist Studios) Bylaw No. 2242, 2019".
2. Zoning and Parking Bylaw No. 303, 2015 is amended as follows:
 - (a) The definition of "Home-based Artist Studio" set out in section 31 of Part 5 "General Regulations" is removed from that section and inserted, in alphabetical order, to the definitions listed in subsection (1) of Part 2 "Interpretation".
 - (b) All of the remaining provisions of Part 5, Section 31 are deleted.
 - (c) In Part 5, Section 12 "Home Occupation Use":
 - i. subsection (d) is replaced with: "no products or materials are sold from a home occupation use located in a Residential zone, other than a Home-based Artist Studio"; and,
 - ii. subsection (e) is deleted.

GIVEN FIRST AND SECOND READINGS this ____ day of _____, 2019.

Pursuant to Section 464 of the *Local Government Act*, a Public Hearing was held this ____ day of _____, 2019.

GIVEN THIRD READING this ____ day of _____, 2019.

Approved by the Minister of Transportation and Infrastructure this ____ day of _____, 2019.

ADOPTED by the Council this ____ day of _____, 2019.

Jack Crompton,
Mayor

Alba Banman,
Municipal Clerk

I HEREBY CERTIFY that this is a true copy of "Zoning Amendment Bylaw Delete Temporary Use Permits for Home-Based Artist Studios No. 2242, 2019".

Alba Banman,
Municipal Clerk

**RESORT MUNICIPALITY OF WHISTLER
SIGN BYLAW AMENDMENT BYLAW (HOME-BASED ARTIST STUDIOS) NO. 2247, 2019**

A BYLAW TO AMEND SIGN BYLAW NO. 558, 1987

WHEREAS Council has enacted a sign bylaw and wishes to amend it;

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

1. This Bylaw may be cited for all purposes as "Sign Bylaw Amendment Bylaw (Home-Based Artist Studios) No. 2247, 2019".
2. Sign Bylaw No. 558, 1987 is amended by changing the definition of "Home-based Artist Studio" under Section 2 Definitions to: "means a Home-based Artist Studio as defined under Zoning and Parking Bylaw No. 303, 2015 for which a valid Resort Municipality of Whistler business licence has been issued."

GIVEN FIRST AND SECOND READINGS this ____ day of _____, 2019.

GIVEN THIRD READING this ____ day of _____, 2019.

ADOPTED by the Council this ____ day of _____, 2019.

Jack Crompton,
Mayor

Alba Banman,
Municipal Clerk

I HEREBY CERTIFY that this is a true copy of "Sign Bylaw Amendment Bylaw (Home-Based Artist Studios) No. 2247, 2019".

Alba Banman,
Municipal Clerk

RESORT MUNICIPALITY OF WHISTLER

PERMISSIVE TAX EXEMPTION AMENDMENT BYLAW NO. 2249, 2019

A BYLAW TO AMEND "PERMISSIVE TAX EXEMPTION BYLAW NO. 2162, 2017"

WHEREAS Council may, by bylaw, pursuant to the provision of Section 224 of the *Community Charter* exempt land or improvements, or both, from municipal property taxes;

AND WHEREAS Council considers permissive exemptions for land and improvements owned or held by a not for profit organization whose purpose is to contribute to the well-being of the community with the provision of cultural, social, educational or recreational services.

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

1. This Bylaw may be cited for all purposes as the "Permissive Tax Exemption Amendment Bylaw No. 2249, 2019".
2. Schedule "A" of the "Permissive Tax Exemption Bylaw No. 2162, 2017" is replaced by Schedule "A" attached to and forming part of this Bylaw.

GIVEN FIRST, SECOND, and THIRD READINGS this _____ day of _____, 2019.

ADOPTED by Council this ____ day of _____, 2019.

Jack Crompton,
Mayor

Alba Banman,
Municipal Clerk

I HEREBY CERTIFY that this is a true copy
of "Permissive Tax Exemption Amendment
Bylaw No. 2249, 2019".

Alba Banman,
Municipal Clerk

Schedule "A"
Permissive Tax Exemption Amendment Bylaw No. 2249, 2019
Charitable, Philanthropic or Other Not For Profit Entities

Folio	Address	Details	Owned and Occupied by	Plan #	Lot/Block	District Lot	District	PID#	Expiry
006161.500	Portion of 7328 Kirpatrick Way	3,294.06 m ² of land which includes the school building envelope and 976.6m ² of paved parking. One building of approximately 734.4 m ²	Resort Municipality of Whistler, Occupied by Whistler Waldorf School Society			3860	New Westminster District Group 1	015-871-305	2022
008073.022	1080 Legacy Way		Resort Municipality of Whistler, Occupied by Whistler Sports Legacies	EPP1290	A	8073	New Westminster District Group 1	027-791-022	2022
008073.023	1345 Cloudburst Drive		Resort Municipality of Whistler, Occupied by Whistler Sports Legacies	EPP1290	B	8073	New Westminster District Group 1	027-791-068	2022
007924.007	1519 Spring Creek Drive		Resort Municipality of Whistler, Occupied by Sea to Sky Community Services Society	LMP49873	5	7924	New Westminster District Group 1	025-046-411	2022
005160.003	8000 Nesters Road		Resort Municipality of Whistler, Occupied by Whistler Community Services Society	LMP11103	2	1758	New Westminster District Group 1	018-353-517	2022
005316.102	2028 Rob Boyd Way		Whistler Mountain Ski Club	LMP47410	3	5316	New Westminster District Group 1	024-867-900	2022
006162.002	Emerald Forest		Emerald Dreams Conservation Co Ltd.	VAP18892	A	3862	New Westminster District Group 1	007-311-478	2022
006548.000	Emerald Forest		Decigon Development Corp			4754	New Westminster District Group 1	015-837-891	2022
006641.000	4910 Glacier Lane		Crown Provincial, Occupied by Whistler Sports Legacies			8103	New Westminster District Group 1	027-528-294	2022
006571.101	4350 Blackcomb Way		Audain Art Museum		D	5028	New Westminster District Group 1	025-120-093	2023
006166.090	4584 Blackcomb Way		Crown Provincial, Occupied by Spo7ez Cultural Centre and Community Society	LMP21845	B	3866	New Westminster District Group 1	011-568-283	2025

From: Jenny Robinson [REDACTED]
Sent: Wednesday, September 18, 2019 3:57 PM
To: corporate <corporate@whistler.ca>
Subject: About Whistler Ironman triathlon

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Dear Whistler Mayor and Council:

Re: Thanks for hosting Ironman triathlon over the last 7 years. Now what?

Thank you for sponsoring and allowing the hosting of the Ironman triathlon race over the last number of years.

I was fortunate to be in Whistler for some of those years and thought the races had been successful. I was thus disappointed to learn that 2019 was to be the last Iron distance race in coastal British Columbia.

I do recognize the nightmare of road closures and the resulting loss of business to some facilities during the actual race. I naively thought the loss of business during road closures was negated by hospitality industry profits during the weekend, with lodging, restaurants and services sold out.

I don't suppose there is any desire to continue with a long distance triathlon racing in Whistler, in the future, with a different race organizer such as the Challenge Group or others? There surely is an advantage to hosting a mass participation sport like triathlon, in addition to the more exclusive and specialized sports of golf and mountain biking.

Having seen Mont Tremblant embrace triathlon, with training routes, training camps and a number of weekends of racing on offer, one cannot help but envy the obvious economic benefits enjoyed by the city from this influx of athletes.

Now that Ironman has left, there is nothing like this on the West Coast. I would like to see Whistler step up once more to fill this gap, with a different race organizer, such as the Challenge group or ITU Long Distance championship races.

Thank you sincerely for the previous year's events. I hope to see more such multisports events in the region in the future.

Jennifer Robinson

From: Miyuki Espada [REDACTED]
Subject: Whistler Youth Centre Days of Operation
Date: September 25, 2019 at 8:39:03 PM PDT
To: corporate@whistler.ca
Cc: icrompton@whistler.ca, wbradbury@whistler.ca, adejong@whistler.ca,
cjewett@whistler.ca, djackson@whistler.ca, jford@whistler.ca, jgrills@whistler.ca,
rforsyth@whistler.ca

Dear Mayor and Council,

My name is Miyuki Yamaguchi Espada, I am 17 years old, and have been blessed to call Whistler my home for the past 14 years.

I am writing to all of you about a topic that is close to my heart, and many other 13-18 year olds in our community; the days of operation of the Whistler Youth Centre.

While I have been able to call Whistler my home for 14 years of my not so lengthy life, I have been nothing short of blessed to be able to call the Youth Centre my home for 5 of those years.

Currently the Whistler Youth Centre is open twice a week, on Fridays from 3:30pm-11pm and Saturday's from 6pm-10pm. These two days of operation are fantastic, but that is only two days out of seven. Whereas, other Youth Centre's in the Sea to Sky are open five days every week.

Us Whistler teens need that.

What we would like to propose, is having the Whistler Youth Centre open for at least 5 days a week, which means three additional days added to the current Youth Centre calendar.

This message may come off as rude, exaggerated, or even pretentious but this is just the truth in its simplest form.

For us, having somewhere where we know we can relax, and be our true genuine selves, a space we can count on to get some food and drinks to fill us up as we eat with our chosen families when things are rough, a place to hang out when there's no where else to go, and just a place that welcomes us for who we are, and always has our backs, is such an important part of our lives.

I understand that as someone who has not experienced this Youth Centre and all its gifts, it may be hard to understand the depth and reasons as to why this small place underground filled with awkward teens should be open more, and why it's even beneficial to do so.

So I have some key points that I will be touching upon in this email:

1. General Overview of the Youth Centre
2. Safe Space
3. Learning Environment
4. Whistler at Night (the dangers etc.)

I have numbered them so that hopefully it is easier to read and follow along, as my writing tends to deviate from key points if I do not organize them in some messy way or another.

The Youth Centre isn't just a space, it's so many different things. Hopefully by the end of this email, it will be easier to understand and see each topic through our eyes.

1. A General Overview of the Youth Centre

This list is the Youth Centre, to us, in its simplest form.

The Youth Centre is...

- Supervised
- Safe
- Comfortable
- Free/easy going but still has a certain amount of discipline
- Respectful, mindful
- Protects teens
- A safe place to learn new things
- A great place to meet others (local and from out of town)
- A place where teens can confide in trustable adults
- A place where teens can meet trustable adults (the Youth Workers)
- Free from drug/vape/alcohol use, but still is fun for teens

2. Safe Space

The Youth Centre, as previously mentioned, is supervised and safe. In this case "safe" means both "protected from or not exposed to danger or risk; not likely to be harmed or lost."

(<https://www.lexico.com/en/definition/safe>), as well as a comfortable and respectful place to meet others, present yourself, hang out or try new things without judgement or negativity.

Within this safe environment we can...

- Hang out and play around (safely) without feeling embarrassed or uncomfortable
- Try new things/learn new things (skate board, ping pong, games, musical instruments etc.)
- Make new friends
- Chill out, relax, feel at home
- Learn social skills (sharing things, conversation etc.)
- Feel freedom and comfort
- Talk with others (peers or Youth Workers) about anything
- Gives teens a safe space to talk, eat and play if they feel unsafe or uncomfortable at home
- Find a support system, and learn about other support systems that exist
- Present/express themselves in ways they may not be able to elsewhere

3. Learning Environment

The Whistler Youth Centre is a space where we can hang out with friends and meet new people, but it's also somewhere teens can go to learn, not only life skills, but also other miscellaneous skills.

Such as...

- Sharing (sharing the space, a game, food, etc.)
- Understanding
- Respect
- Communication Skills
- Social Skills (good social etiquette)
- Manners
- Responsibility: we are in charge of making it a safe space and therefore we must always be aware of our actions (responsibility, respect, understanding etc.). We are also responsible for keeping the space tidy (i.e. putting plates away, fixing pillows etc.)
- New Life Skills
- New Skills (i.e. learning how to play pool, a variety of different board games and video games, learning a new musical instrument, learning how to skate board etc.)

4. Whistler at Night

As we all know, Whistler is a great place to live, and is on the safer side when it comes to crimes compared to the city (besides May long). But at night that changes a little. The family friendly and protected tourist town shuts down, and Whistler's nightlife and restaurants open up. This of course is only natural. Where the problem comes in though, is that after 7pm-8pm everything other than those restaurants, bars, pubs and clubs close. But for teenagers, that's still time we could use to be outside with our friends, and despite the dangers, it is practically inevitable that teens will stay out.

With the Youth Centre open during the night...

- We are able to meet up in a safe and protected environment, rather than stay at home alone or hang out in the village after dark.
- Creates less traffic in certain businesses such as McDonalds, etc.
- Gives teens the option to go socialize rather than to isolate themselves

There are so many positives to having this space open as much as our friends up and down the Sea to Sky corridor, and paired with them are the negatives of NOT having the youth centre open more.

Here is a general summary of the negatives of NOT having this space open:

- Most places in Whistler that are open past 7pm are restaurants, so if teens cannot hang out at home, or feel unsafe at home, the only option they have is to wander around the village, which can be dangerous if there are inebriated people (etc.) around.
- McDonald's is one of the only places open to everyone at night and is reasonably priced for a teenager, so many kids will congregate there. But that is dangerous because there are always groups of drunk, or soon to be drunk adults, as well as cat callers etc.
- Doesn't give teens a safe space to hang out, therefore making it harder for teens to get together safely later in the day. Therefore potentially pushing teens into trying/participating in unsupervised dangerous activities out of lack of things to do.
- Takes away time from the only safe space some teens may have.
- More teens wandering around the village at night who don't have to be (less of a chance of encountering danger, i.e. drunk people, shady adults etc.)

When there are so many positives, and no visible negatives, it becomes difficult to see why we do not have this space open more often.

If there is a/reason(s) as to why it's not open as much as it used to be/could be, please let us know and we would be happy to try to help in any way possible.

I have made lasting friendships with teens from out of town whom I met at the youth centre, and I have been able to become great friends with kids from my own school who I wouldn't have even crossed paths with if, not for the youth centre. I've learned how to communicate my feelings and depend on adults more because of the youth centre, and maybe less important but something I'm a little proud of nonetheless, is that I am able to play pool without losing too badly...most times. To be honest my life hasn't been the most stable or comfortable, and to this day there are still a few mental health related problems I'm trying to work through, but having the Youth Centre and its adults really helped me through/walked me through the process of finding a new beginning, and literally, saved my life.

And so, I hope you were able to see what great impacts this space has had after being open two days a week. Imagine what huge positive impact it could extend to someone new, or local, if it were open five days a week. That would be three new days added to the already existing two days a week and their hours.

Now before I go on any further, there is something I need to include. Like I keep referring in this email, this is something that US local frequent users are asking for. This is not my Youth Centre, but OUR Youth Centre and I couldn't have even started this email without all of their support. Attached at the bottom of this email, are a few words from some of my closest friends (who I grew close with thanks to the Youth Centre) about their experience, and what it means to them, as well as a parent who has a daughter that frequents the Youth Centre.

Well, we have now reached the end of this ever growing email. I hope that through this messy and quite frankly, unorganized teenager's writing, you were able to envision, even for a brief second, the impacts of having such an amazing space open.

Thank you so much for your time, I hope you have a great day,

Miyuki Yamaguchi Espada

[REDACTED]

[REDACTED]

On behalf of the Whistler Youth Centre users

A Few Words From The Youth Centre Family...

As I mentioned in the email, this Youth Centre is not mine alone. The Youth Centre is what it is because of the people who make it that way. As the saying (probably) goes, "It's the heart that makes the home."

Here are some comments from some fellow Youth Centre users and dear friends of mine, as well as a mother of a frequent Youth Centre kid.

"-I go to the youth centre because it's a fun place to spend more time with my friends I'd usually only see at school
-It's a safe space where we can be ourselves (ye that's cheesy but it's true don't @ me)
-I've become more social and more comfortable in large groups which used to be a major problem for me
-I learned more about the Whistler community and the people
-It's an open space where we are encouraged to talk about serious topics and also have silly dance parties. The people who run it are very kind and thoughtful, even though I haven't known them for long they've greatly influenced me (Bridgette I'm lookin' at you♡)

Honestly, just to get real for a moment, the YC has really helped me out. I went through a very rough time, mentally, and am still working through it, and just having a safe space to spent time with my friends in makes me feel so much better. It's nice knowing the people running it actually care about us, and it's also comforting to know that there is a spot in Whistler for young women like me to go and have fun in without worries. I'll be completely honest, the catcalling situation in Whistler isn't as bad as it is in most places, but it's still pretty awful. Teenagers, like me, shouldn't be feeling unsafe in their own town, but the fact is we are. The youth centre provides us some sort of privet haven away from all that, even if it's just for a little while each week. Having it open more days a week would be beyond amazing for all of us as a way of escape from the stress of school life, home life, and just everyday life."

Aaliyah Meade, 17

"I think the youth centre provides a safe and fun place for teens in Whistler to get together, I think it's a fantastic concept and I think it'd be wonderful if it was accessible more days of the week. There aren't any other places that local teens can go that are alcohol free and drug free, it's not like they can go hang out at a mall. I like knowing that there's a safe place for my daughter and her friends to hang out in."

Shaeesta Meade, Aaliyah's mother

"Basically, I go to the YC because the people there are friendly and seem visibly pleased to see me. It's just a place that feels good"

Jacob Chartrand, 19 (turned 19 this year)

"-why do i go to the youth centre?

Because I don't feel comfortable at parties where the main focus is on alcohol and my home life can be turbulent so the yc provides an invaluable resource to distract and de-stress, as well as being a great place to meet and connect with new people in addition to old friends and most importantly the yc is an accepting place where i feel i can safely express myself without worrying about what others think of me

-what does the youth centre mean to you?

It means the world to me! Often it's the only non-required social interaction I get in a week and it really keeps me going and gives me something to look forward to on the weekend apart from homework and chores

-what have you taken away from your youth centre experience?

The youth centre has given me some of my fondest memories from highschool and given me some of my closest friends.

The yc has 100% been beneficial to my life. It has taught me important life lessons, raised my self esteem, been a source of friendship and fun, a source of exercise even when I wouldn't otherwise have been motivated enough to get outside and enabled me to help others with their problems as well."

Orion Denroche, 18

From: Patrick Smyth [REDACTED]
Sent: Thursday, September 26, 2019 11:43 AM
To: corporate <corporate@whistler.ca>
Cc: 'Clare Ogilvie' <edit@piquenewsmagazine.com>
Subject: letter to council

Dear Mayor and Council:

It's just great that people are waking up to climate change. In the sixties we had hippies who demanded change. Yea, but they became materialistic yuppies. Gen X. Completely ignored because Yuppies couldn't share the limelight. Gen Y/Millennials are now leading the charge from the comfort of what has been handed down to them. Maybe they will make the transformation to a better planet. What can we do to support their efforts?

I used to live in a part of the planet where homes didn't need heating. Heck. My shower in the morning was warm without turning the hot water on just because of the climate. If I was hot, I would go swimming and dive down to where the water layer was colder than the ambient temperature. That was my A/C. I used to travel for weeks at a time to places that didn't have electricity, cell service or plumbing. The people living there weren't starving, but they did spend hours and hours everyday on the hunt for their next meal. Sometimes taking the bus to the city and foraging through garbage dumps. Their life expectancy was lower than ours. Much lower.

We live in a place that we shouldn't be living. It is cold. Imagine Toronto without LNG in the winter. Human popsicles. No seriously. Millions would die. Whistler without natural gas? Please direct me to the nearest hotel or restaurant that doesn't use it.

So here we are, at the teat of fossil fuels. Our lives are better. We live longer. We are pretty happy aren't we?

The RMOW urging us to not drive once a week. The same RMOW that has 250 total pieces of equipment in its fleet, with only 10 running on alternative fuels. Two stroke engines fuel our landscaping and quads rip around with massive carbon footprints. The same RMOW funds millions into tourism without building alternative transportation options to our visitors. Yet I am to blame for our ever-increasing carbon footprint because I drive my car to pick up my daughter from her activities? Come on. Give me a break.

To quote Mark P. Mills is a senior fellow at the Manhattan Institute and a McCormick School of Engineering Faculty Fellow at Northwestern "Politicians and pundits like to invoke "moonshot" language. But transforming the energy economy is not like putting a few people on the moon a few times. It is like putting all of humanity on the moon—permanently."

So much for every electoral campaign promise this autumn.

We rant and we rave. Energy solutions will take a transgression of ideology funded by innovation or by disaster. Probably the former so long as it's profitable in the next financial quarter. That's reality.

So, closer to home. What can we do to decrease our lust for gasoline? Here are some easy solutions with which we might begin:

1. Fund a transit solution to carry people from the lower mainland to our hamlet. Train. And oh dear God, it will take people three hours to get here. Suck it up. I would love to take the train versus driving. Seriously, spent a boatload of cash and lobby to get it done.

2. Instead of just advertising how great our town is to visitors, also delineate how there are options to traveling here. An ad showing the clusterfuck of any given Sunday through Britannia Beach should be enough. I will help with ad campaign pro bono.

3. Reduce parking spaces. Induced demand proves that if you build it then it will be used. So, let's turn lots 4 and 5 into parkland. No parking will mean that people will have to take the bus or train. And of course, they will know they have options because we built them. Again, this will mean education by diverting funds from advertising how great we are into how much better we are becoming.

4. Change the entire fleet of Muni vehicles to electric. Amazon did it. Heck we have the contingency funds, so let's use them for our future now. "it doesn't do the job" is the excuse we are using to not switch over? Guess no one has heard of Rivian. Please google it.

5. Get rid of all two stroke engines through a municipal bylaw. Delhi did it. Did you know a two-stroke leaf blower emits nearly 299 times the hydrocarbons of the pickup truck and 93 times the hydrocarbons of the sedan?

6. Don't blame store owners for leaving their doors open or hotels for having outdoor pools. They are the economic engines of this town. Use their taxes to fund education to our valued visitors. Work with for-profit organizations creatively.

7. Lobby the provincial government to make changes in the investment policies of the BCI towards funding clean energy start-ups instead of Uruguayan forestry companies as an example.

I submit that we need to educate more and that you have the funds to do it locally.

Whistler BC. "Exceeding Nature"

Patrick Smyth

████████████████████ Phone number on file

From: Rebecca Matthews [REDACTED]
Sent: Wednesday, September 18, 2019 3:34 PM
To: [REDACTED]
Subject: Fwd: Safe Place to Live

Dear Mayor & Members of Council,

I am writing because I have been looking for a community that is “safe” from electromagnetic radiation pollution because I am electro-hypersensitive.

There is a blurb about that on the pamphlet I’ve included. I have serious symptoms from overexposure through the years that rendered me unable to work or live in electrified places beginning in 2014.

I am concerned that Mayors and Council members are not taking the safety of their citizens more seriously when it comes to these unnatural frequencies.

Unfortunately, we can’t look to Health Canada or their standards to protect us as I believe from my experience that corporations, principally the Pharmaceutical companies who need us all sick so the Telecommunications companies can saturate us in harmful radiation, are running them.

We can’t be silent while this massacre happens – bee colonies collapsing, children with ADHD and all other sorts of DNA damage. I have references to scientific and experiential material that proves the proliferation of these harmful frequencies are damaging our DNA and causing us to age and succumb to disease at a much higher and faster rate than normal.

Our circadian rhythm is in the same range as the earth and ground – 7.83 Hertz, the Schumann resonance. We operate at that frequency and we are being fried by these ultra-high frequencies. Science has proven this and Health Canada is ignoring the evidence.

Please know this is a serious issue not to be considered just as business as usual. More and more people are getting sick and what do we all have in common – radiation from all this electromagnetic smog. It’s a carcinogen worse than tobacco.

Please proceed with caution and look around the world for safer alternatives for the sake of everything and everyone.

If you need more information, I would be happy to visit you and present the information I have.

For example, I could show you the readings from a meter measuring RF radiation near the cell tower and how far away you have to get before it’s not affecting you. I also have a lot of answers for health problems based on energy since this stuff attacks us at the energy/electron level.

I look forward to your reply.

Rebecca Matthews
[REDACTED]

From: DAVID M MACPHAIL [REDACTED]

Sent: Tuesday, October 01, 2019 10:01 AM

To: Jack Crompton <jcrompton@whistler.ca>; Arthur De Jong <adejong@whistler.ca>; Duane Jackson <djackson@whistler.ca>; Cathy Jewett <cjewett@whistler.ca>; Jen Ford <jford@whistler.ca>; John Grills <jgrills@whistler.ca>; Ralph Forsyth <rforsyth@whistler.ca>

Subject: Request to waive title search requirements for DES Disconnection permits

Dear Mayor & Council,

Whistler Building and Plumbing Regulation Bylaw 1617 requires that permit applications include a copy of a title search made within 30 days of the date of the application or pay a \$21 fee in lieu of the applicant providing a copy of a title search. The in lieu of fee is not a penalty for the failure of the applicant to provide a copy title search. It is a fee for a customer service. I introduced this service when I was the manager of building inspections for the RMOW. The service is provided for customers who do not wish to incur the time, expense and inconvenience associated with the travel to a government office to obtain a copy of the title for their property. Since the RMOW has ready access to property records a standard fee of \$21 is charged to cover staff time.

The DES Disconnection and plumbing permit application currently requires a title search or, failing this, a \$21 fee in lieu of. In my opinion this fee is both redundant and unnecessary for Whistler Housing Association properties because properties cannot be sold privately. They can only sold through the WHA. In addition, the RMOW has *option to purchase* and *right of first refusal* liens registered against every property. WHA properties cannot be sold without the RMOW first discharging the liens. Both the WHA and RMOW are in control of WHA properties and have ready access to title information.

In consideration of the issues I have raised I am respectfully requesting that mayor and council waive the title search requirements for DES Disconnection and plumbing permit applications and give consideration to waiving the title search requirements Whistler Building and Plumbing Regulation Bylaw 1617 for all Whistler Housing Association properties where the RMOW has *option to purchase* and *right of first refusal* liens registered against title.

Respectfully submitted,

David MacPhail
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

From: Shannon Story <sstory@lmlga.ca>
Sent: Friday, September 13, 2019 11:09 AM
To: Laura Dupont
Subject: CivX 2019 Event-Registration is Now Open

To: Lower Mainland Local Government Association Member Mayors & Councils (please include in Council packages under correspondence)

Please see the attached communication on the annual CivX Event taking place on November 29, 2019.

Registration is now open!

--

Shannon Story
Executive Director
Lower Mainland Local Government Association



November 28, 2019
Morris J. Wosk Centre for Dialogue, Asia Pacific Hall
3300-515 West Hastings Street
Vancouver, BC
8:30 am to 4:30 pm

The Lower Mainland Local Government Association and CivicInfo BC proudly present **CivX 2019: Civil Ideas for Less Civil Times** taking place on Thursday November 28, 2019 at the Morris J. Wosk Centre for Dialogue in Vancouver.

At this one-day seminar (8:30am – 4:30pm) delegates will hear practical ideas for making our towns and cities more inclusive for our citizens, regardless of age, gender, culture, or socio-economic background. Our exciting line-up of guest speakers includes:

- Diane Kalen-Sukra, Author, “Save Your City: How Toxic Culture Kills Community & What to Do about It”
- Tasha Henderson, Director, Women Transforming Communities speaking on “Encouraging Women to Get Involved in Local Government”
- Chris Friesen, Director of Settlement Services, Immigrant Services Society of BC discussing “Tips for Local Governments on Welcoming New Canadians”
- Dr. Atiya Mahmood, Associate Professor, Department of Gerontology, Simon Fraser University and Dr. Ben Mortenson, Associate Professor, Department of Occupational Science and Occupational Therapy, UBC speaking on “Community Mobility and Participation Among People with Mobility Disabilities”
- Dr. Eamonn O’Laocha, Instructor, Douglas College & Douglas Applied Research, Teaching and Consultancy speaking on “Using Technology to Connect Marginalized Populations”
- Representatives from the Fraser Basin Youth Council (Co-Creating a Sustainable BC) discussing “Engaging Young People/Youth & Sustainability”

The day will wrap up with a facilitated session, where local government delegates can share ideas and practices with one another, with a written summary being provided to all in attendance. A full agenda, with detailed session descriptions, will be published in late September.



November 28, 2019
Morris J. Wosk Centre for Dialogue. Asia Pacific Hall
3300-515 West Hastings Street
Vancouver, BC
8:30 am to 4:30 pm

Who should attend? Like past CivX events, this event will be of particular interest to local government elected officials, local government staff, staff from local government agencies, academics, and post-secondary students.

For those requiring overnight accommodation, a block rate is available at the Delta Hotel by Marriott Vancouver Downtown Suites, which is attached to the event centre. Click on link to book: <https://www.marriott.com/events/start.mi?id=1553903484786&key=GRP>

The cost of the event is only \$199, including a seated lunch. Online registration is open at

<https://www.civicinfo.bc.ca/event/2019/CivX>

ILLUMINATION REQUEST

September 16, 2019

Fitzsimmons Bridge
N Vancouver, BC, Canada

Dear Mayor and Council:

I am writing on behalf of the LGS Foundation, the leading organization in the world dedicated to raising awareness and research funds for Lennox-Gastaut Syndrome, a rare and severe form of epilepsy. Please accept this letter as a formal request to illuminate the **Fitzsimmons Bridge** in the colors of green and/or purple (or purple if one color is preferred) on November 1st in conjunction with International Lennox-Gastaut Syndrome Awareness Day, which also kicks off the first day to epilepsy awareness month in the United States. Purple is the color of epilepsy awareness and green is the awareness color for LGS.

As you may know, epilepsy affects nearly 50 million individuals worldwide. Lennox-Gastaut Syndrome is one of the most severe and debilitating forms of epilepsy that first appears in childhood and persists into adulthood. Individuals living with LGS often suffer from frequent and multiple seizure types daily, cognitive impairment, regression, and an increased chance of SUDEP (sudden unexpected death in epilepsy). Raising awareness is especially important to me on a personal level due to the fact that my own son, Matthew, passed from SUDEP in 2013.

We look forward to your response and thank you again for your consideration and continued support this year.

Please let me know if you have any questions.

Best,

Kathy Leavens

Program Support Specialist and Ambassador Program Director

LGS Foundation (Lennox-Gastaut Syndrome)

80 Orville Dr | Suite 100 | Bohemia, NY 11716

(718) 374-3800 ext. 1/ cell: (352)777-0610 | www.lgsfoundation.org



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	Kathy Leavens
Organization	LGS Foundation
Business Address	80 Orville Dr, Suite 100
City/Province/Postal Code	Bohemia, NY 11716
Business Phone Number	718-374-3800 ext 1
Business Email	kathy@lgsfoundation.org
Website Address	www.lgsfoundation.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>	LGS Foundation, the leading organization in the world dedicated to raising awareness and research funds for Lennox-Gastaut Syndrome, a rare and severe form of epilepsy. As you may know, epilepsy affects nearly 50 million individuals worldwide. Lennox-Gastaut Syndrome is one of the most severe and debilitating forms of epilepsy that first appears in childhood and persists into adulthood. Individuals living with LGS often suffer from frequent and multiple seizure types daily, cognitive impairment, regression, and an increased chance of SUDEP (sudden unexpected death in epilepsy).
Optional: Social Media Campaign Title (include hashtags)	#illuminateforLGS LGS Awareness Day weekend
Landmark Choice	<input checked="" type="checkbox"/> Fitzsimmons Covered Bridge
Date of Event	Nov 1, 2019
Colour Request	Purple and/or green

Signature: Kathy Leavens
 Date: 9-16-19

This application does not guarantee that your event lighting request will be approved or your date is available.

To Mayor and Council:

Adoption Awareness Month is proclaimed every November in BC to draw attention to the number of children and teens who are waiting for permanent homes through adoption, guardianship, or a kinship placement. Nearly 1,500 kids have been adopted from government care in the past five years, but there is still an ongoing need for more adoptive families – particularly, Indigenous families and families willing to take on larger sibling groups, teens or children with significant special needs. Adoption Awareness Month also draws attention to the unique supports and services that are necessary in helping adoptive families thrive. Education, post-adoption financial assistance, in-home support, and events that build connections are all key ingredients to being a healthy adoptive family.

We, the Adoptive Families Association of BC, are coordinating a number of campaigns across BC to promote Adoption Awareness Month. I'm reaching out to various cities and landmarks in the province to see who is **able to light up in green on November 9**.

We would greatly appreciate the Fitzsimons Bridge participating in this event.

Thank you for your consideration.

Sincerely,

Allie Davison
Communications Coordinator | Adoptive Families Association of BC
adavison@bcadoption.com
604-320-7330 ext. 108



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	Allie Davison
Organization	Adoptive Families Association of BC
Business Address	7342 Winston St #200
City/Province/Postal Code	Burnaby, BC V5A 2H1
Business Phone Number	604-320-7330 ext 108
Business Email	adavison@bcadoption.com
Website Address	www.bcadoption.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>	Adoption Awareness Month takes place every November in BC, and I'm reaching out to various cities and landmarks in the province to see who is able to light up in green on November 9 . I'm happy to supply additional information about the event, and I've also attached a few images from last year's Light Up Campaign.
Optional: Social Media Campaign Title (include hashtags)	Light Up for Adoption, Adoption Awareness Month
Landmark Choice	<input checked="" type="checkbox"/> Fitzsimmons Covered Bridge
Date of Event	November 9, 2019
Colour Request	Green

Signature: Allie Davison Digitally signed by Allie Davison
Date: 2019.09.16 15:38:50 -07'00'

Date: Sept. 16, 2019

This application does not guarantee that your event lighting request will be approved or your date is available.

September 24, 2019

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

Dear Mayor and Council,

More than 11 million Canadians live with diabetes or prediabetes and 20 Canadians are diagnosed with diabetes every hour. That's why JDRF and Diabetes Canada join the international community in recognizing **World Diabetes Day on November 14**, an official United Nations day.

November 14 is also a day to acknowledge the incredible contribution of our very own Sir Frederick Banting, the co-discoverer of insulin. Held on his birthday, World Diabetes Day is an opportunity to look at his legacy.

Throughout Canada, monuments will be lit up in **Blue** to recognize World Diabetes Day and community events will happen throughout the country. Last year, Science World, BC Place, Bloedel Conservatory, Whistler Creekside, Sails at Canada Place, Olympic Cauldron (VCC) and several other popular landmarks participated. We are going into our second year and wish to continue.

We would love it if we could light up Fitzsimmons Bridge in order to raise awareness for Diabetes and to celebrate the birthday of one of Canada's greatest scientists.

I look forward to hearing back from you at your convenience or, I will reach out to you in the next few weeks.

Kind regards,



Sarah Kinsman
Administrative Assistant
JDRF, BC & Yukon





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	Sarah Kinsman
Organization	JDRF
Business Address	502-4180 Lougheed Highway
City/Province/Postal Code	Burnaby, BC V5C 6A7
Business Phone Number	604-3201937
Business Email	skinsman@jdrf.ca
Website Address	jdrf.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>	More than 11 million Canadians live with diabetes or prediabetes and 20 Canadians are diagnosed with diabetes every hour. That's why JDRF and Diabetes Canada join the international community in recognizing World Diabetes Day on November 14.
Optional: Social Media Campaign Title (include hashtags)	#WorldDiabetesDay @jdrfvancouver #EndDiabetes @DiabetesCanBC #typeonetotypenone
Landmark Choice	<input checked="" type="checkbox"/> Fitzsimmons Covered Bridge
Date of Event	November 14, 2019
Colour Request	blue

Signature: Sarah Kinsman

Date: September 24, 2019

This application does not guarantee that your event lighting request will be approved or your date is available.



Date: September 20, 2019

To Mayor & Council:

This letter is to request the illumination of Fitzsimmons Covered Bridge in purple on World Prematurity Day on November 17. This day is dedicated to honor premature babies, their families and caregivers.

WHY

1 in 10 babies are born prematurely worldwide and therefore are at risk of long-term complications. Some babies will spend months in a Neonatal Intensive Care Unit before going home.

Families face challenges from the moment their baby is born in terms of expenses, protection measures, education, and other related accommodations.

WHO WE ARE

Canadian Premature Babies Foundation (CPBF-FBPC) is a not-for-profit organization aimed to raise public awareness about prematurity and provide support and education for families of premature babies.

IMPACT

We joined 60 other countries in the International Global Illumination Project, where Canadian landmarks have been lit up in purple. This project goes viral as thousands of families visit these landmarks and share their moments on their social media channels on November 17th. This is the 11th year since this project started.

We look forward to having you joining our efforts this year.

With gratitude

Fabiana Bacchini
Executive Director

4225 B Dundas Street West, Etobicoke, ON
M8X 1Y3
Tel: 416-418-8916
fabiana@cpbf-fbpc.org
www.cpb-fbpc.org



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	Renata Runge
Organization	Canadian Premature Babies Foundation
Business Address	4225 B Dundas St W
City/Province/Postal Code	Etobicoke / ON /
Business Phone Number	416 5660565
Business Email	renata.runge@cpbf-fbpc.org
Website Address	http://www.cpbf-fbpc.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>	<p>This letter is to request the illumination of Fitzsimmons Covered Bridge in purple on World Prematurity Day on November 17. This day is dedicated to honor premature babies, their families and caregivers.</p> <p>WHY 1 in 10 babies are born prematurely worldwide and therefore are at risk of long-term complications. Some babies will spend months in a Neonatal Intensive Care Unit before going home. Families face challenges from the moment their baby is born in terms of expenses, protection measures, education, and other related accommodations.</p> <p>WHO WE ARE Canadian Premature Babies Foundation (CPBF-FBPC) is a not-for-profit organization aimed to raise public awareness about prematurity and provide support and education for families of premature babies.</p> <p>IMPACT We joined 60 other countries in the International Global Illumination Project, where Canadian landmarks have been lit up in purple. This project goes viral as thousands of families visit these landmarks and share their moments on their social media channels on November 17th. This is the 11th year since this project started.</p> <p>We look forward to having you joining our efforts this year.</p>
Optional: Social Media Campaign Title (include hashtags)	#wpd #preemiepowercanada #lightforprematurity
Landmark Choice	<input type="checkbox"/> Fitzsimmons Covered Bridge
Date of Event	November 17, 2019
Colour Request	purple

Signature: Renata Runge

Date: September 19, 2019

This application does not guarantee that your event lighting request will be approved or your date is available.

Oct 1, 2019

Mayor and Council
Resort Municipality of Whistler
4325 Blackcomb Way
Whistler, BC V0N 1B4



Dear Mayor and Council:

My name is Murray Wood and I'm writing this on behalf of the Rotary Club of Whistler and the Rotary Club of Whistler Millennium to invite Mayor Jack Crompton and Council to proclaim Oct 24th as World Polio day.

The purpose of our invitation is to raise awareness about polio and the effort to eradicate this crippling disease. World Polio Day, October 24th, was established by Rotary International over a decade ago to commemorate the birth of Jonas Salk, who led the first team to develop a vaccine against poliomyelitis.

Without full funding and political commitment, this paralyzing disease could return to previously polio-free countries, putting children everywhere at risk. To sustain this progress, and protect all children from polio, Rotary has committed to raising US\$50 million per year over the next three years in support of global polio eradication efforts. The Bill & Melinda Gates Foundation will match Rotary's commitment 2:1.

Canada has strongly supported our effort and has been a valuable ally. In 2017, Canada pledged US\$75 million to help eradicate polio, bringing its total contributions to roughly \$640 million. In June 2018 Prime Minister Justin Trudeau, was presented with Rotary's Polio Eradication Champion Award in recognition of Canada's contributions to polio eradication. He is the third Canadian Prime Minister to receive the award, along with Jean Chrétien and Stephen Harper.

On behalf of both Whistler Rotary clubs we ask that Mayor and Council recognize this important day which is observed annually and the effort to eradicate polio by proclaiming Oct 24th World Polio day. A copy of the proposed proclamation is attached

On Oct 24th the Rotary Club of Whistler Millennium will observe World Polio day during their regular meeting at the Pan Pacific. Additional information is available at rotarywhistler2000.com. On Oct 29th, Brian Finley, Rotary District 5040 End Polio Now chair will make a special evening presentation at the Whistler Museum to the Rotary Club of Whistler. Additional information is available at whistler-rotary.org. We invite Mayor Jack Crompton and Council to both events.

Thank you for your consideration

A handwritten signature in blue ink that reads "Murray Wood".

Murray Wood
Rotary District 5040 Area Governor - Sea to Sky
1209 Mount Fee Road, Whistler BC V0N 1B1
murrwood@gmail.com
(604)838-4122

Proclamation

WHEREAS, in 1985 Rotary International launched PolioPlus and spearheaded the Global Polio Eradication Initiative with the World Health Organization, U.S. Centers for Disease Control and Prevention, UNICEF, and the Bill & Melinda Gates Foundation, that has immunized over 2.5 billion children to date; and

WHEREAS, polio cases have dropped by 99.9 percent from 350,000 in 1988 to 22 in 2017 and the world stands on the threshold of eradicating the disease forever; and

WHEREAS, to date, Rotary has contributed US\$1.8 billion and is working to raise an additional \$150 million to be matched with a \$300 million grant from the Bill & Melinda Gates Foundation; and

WHEREAS, World Polio Day is celebrated around the globe on October 24th. It was established by Rotary International over a decade ago to commemorate the birth of Jonas Salk, who in 1955 led the first team to develop a vaccine against poliomyelitis; and

WHEREAS, there are 50 Rotary Clubs with over 1,450 members in Rotary District 5040 (BC), and 2 Rotary Clubs with over 40 members in Whistler, all committed to the eradication of polio and sponsoring service projects to address such critical issues as poverty, health, hunger, illiteracy, and the environment in their local communities, and abroad.

NOW, THEREFORE, I, **Jack Crompton**, Mayor of the Resort Municipality of Whistler and Council do hereby proclaim October 24th, 2019 as

WORLD POLIO DAY

in the Resort Municipality of Whistler, and encourage all citizens to join us and Rotary International in the campaign for a polio-free world.

