

# WHISTLER

## AGENDA

**REGULAR MEETING OF MUNICIPAL COUNCIL  
TUESDAY, MAY 28, 2019, STARTING AT 5:30 P.M.**

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

### **ADOPTION OF AGENDA**

**That** Council adopt the Regular Council Meeting Agenda of May 28, 2019.

### **ADOPTION OF MINUTES**

**That** Council adopt the Regular Council Meeting Minutes of May 14, 2019.

### **PUBLIC QUESTION AND ANSWER PERIOD**

### **MAYOR'S REPORT**

### **ADMINISTRATIVE REPORTS**

Award of Contract –  
Compost Operations  
File No. 655.6  
Report No. 19-071

*A presentation by municipal staff.*

**That** Council endorse staff's evaluation of the Request for Proposals used to determine the preferred Proponent for the Compost Operations contract negotiations; and

**That** Council accept the negotiated terms of the contract as detailed in Appendix "A", Contract Term Sheet; and further

**That** Council authorize the Mayor and Municipal Clerk to sign the contract for Compost Operations with GFL Environmental Inc.

Five-Year Financial  
Plan 2019-2023  
Amendment Bylaw  
No. 2240, 2019  
File No. 4350  
Report No. 19-070

*A presentation by municipal staff.*

**That** Council consider giving first, second and third readings to the "Five-Year Financial Plan 2019-2023 Amendment Bylaw No. 2240, 2019", and

**That** Council direct staff to execute the 2019 Whistler 2020 Development Corporation Municipal Regional District Tax Online Accommodation Providers Contribution Agreement, attached as Appendix "C" to Administrative Report 19-070.

Strategic Planning  
Committee Terms of  
Reference  
File No. 0540-20  
Report No. 19-074

*A presentation by municipal staff.*

**That** Council endorse the Strategic Planning Committee Terms of Reference, as outlined in Appendix "A", of Administrative Report to Council 19-074.

Amendments to  
Council Policy D-3:  
Fire Prevention  
Inspection Frequency  
File No. D-3  
Report No. 19-072

*No presentation.*

**That** Council adopt Council Policy D-3: *Fire Prevention Inspection Frequency* as amended and attached as Appendix "A" to Administrative Report to Council No. 19-072.

Amendment to  
Council Policy D-4:  
Fire Rescue Service  
Operations Drug  
Labs or Grow  
Operations  
File No. D-4  
Report No. 19-073

*No presentation.*

**That** Council adopt Council Policy D-4: *Fire Rescue Service Operations, Drug Labs or Grow Operations* as amended and attached as Appendix “A” to Administrative Report to Council No. 19-073.

## MINUTES OF COMMITTEES AND COMMISSIONS

Emergency Planning  
Committee

Regular Meeting Minutes of the Emergency Planning Committee of September 27, 2018.

Whistler Bear  
Advisory Committee

Regular Meeting Minutes of the Whistler Bear Advisory Committee of April 10, 2019.

Forest and Wildland  
Advisory Committee

Regular Meeting Minutes of the Forest and Wildland Advisory Committee of April 10, 2019.

## BYLAWS FOR FIRST SECOND AND THIRD READINGS

Five-Year Financial  
Plan 2019-2023  
Amendment Bylaw  
No. 2240, 2019

**That** “Five-Year Financial Plan 2019-2023 Amendment Bylaw No. 2240, 2019” be given first, second and third readings.

## OTHER BUSINESS

Committee and  
Partner Board  
Appointments

**That** Council appoint Councillor R. Forsyth in place of Councillor A. De Jong to serve on the Audit and Finance Committee; and

**That** Council appoint Councillor R. Forsyth in place of Councillor A. De Jong to serve on the Human Resources Standing Committee; and further

**That** Council appoint Mayor J. Crompton in place of Councillor J. Ford to serve on the Whistler Animals Galore Society Board of Directors.

## CORRESPONDENCE

Motorcycle Parking  
File No. 3009

Correspondence from Darren Saul, regarding motorcycle parking.

Speeding in Alpine  
Meadows  
File No. 3009

Correspondence from Desmond Kingsford and Dr. Olivia Bayley, regarding speeding in Alpine Meadows.

Employee Housing  
Suggestion  
File No. 3009

Correspondence from Jill Dorken, regarding a suggestion for employee housing.

Trails Planning  
Working Group  
File No. 3009

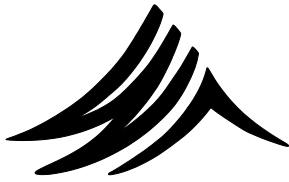
Correspondence from Claire Ruddy, Executive Director, AWARE, regarding the Trails Planning Working Group.

Proclamation  
Request – Built  
Green Day  
File No. 3009.1

Correspondence from Jenifer Christenson, Chief Executive Officer and Karen Podolski, Communications and Program Coordinator, Built Green Canada, requesting that June 5, 2019 be proclaimed Built Green Day in Whistler.

## TERMINATION

**That** the Regular Council Meeting of May 28, 2019 be terminated.



# WHISTLER

## MINUTES

**REGULAR MEETING OF MUNICIPAL COUNCIL  
TUESDAY, MAY 14 2019, STARTING AT 5:30 P.M.**

**Flute Room at Municipal Hall  
4325 Blackcomb Way, Whistler, BC V8E 0X5**

### **PRESENT:**

Mayor: J. Crompton

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

Chief Administrative Officer, M. Furey

General Manager of Infrastructure Services, J. Hallisey

Acting General Manager of Corporate and Community Services, K. Ing

Acting General Manager of Resort Experience, J. Rae

Director of Finance, C. Price

Acting Municipal Clerk, W. Faris

Acting Manager of Communications, G. Robinson

Planning Analyst, J. Abraham

Transportation Demand Management Coordinator, E. DalSanto

Emergency Program Coordinator, E. Marriner

Council Coordinator, N. Cooper

BC Transit, Senior Transit Planner, Levi Megenbi and Transit Planner,  
Bronson Bullivant

ISL Engineering and Land Services, Roy Symons, Manager of Transportation  
Planning

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

### **ADOPTION OF AGENDA**

Agenda

Moved by Councillor R. Forsyth

Seconded by Councillor A. De Jong

**That** Council adopt the Regular Council Meeting Agenda of May 14, 2019.

CARRIED

### **ADOPTION OF MINUTES**

Minutes

Moved by Councillor J. Grills

Seconded by Councillor D. Jackson

**That** Council adopt the Regular Council Meeting Minutes of April 30, 2019.

CARRIED

BC Transit – Route  
10 Valley Express  
Post  
Implementation  
Review

## **PRESENTATIONS AND DELEGATIONS**

A presentation was given by BC Transit Senior Transit Planner Levi Megenbir and Transit Planner Bronson Bullivant, regarding the Route 10 Valley Express Post Implementation Review.

## **PUBLIC QUESTION AND ANSWER PERIOD**

There were no questions from the public.

## **MAYOR'S REPORT**

### **GO Fest**

Whistler's Great Outdoors Festival, also known as Go Fest, will be held this long weekend, May 18-20, 2019. The festival has activities and entertainment in a high-energy outdoor setting. Corb Lund, Said the Whale, and Lazy Syrup Orchestra will perform on the Village Square main stage. More information can be found online at [www.greatoutdoorsfest.com](http://www.greatoutdoorsfest.com).

### **E-bike Feedback**

Mayor Jack Crompton thanked all those who shared their thoughts about e-bikes in Whistler. A total of 75 people attended the open house in March and 584 people who responded to the online survey. The next step is to use this to build an e-bike policy based on community feedback.

### **Whistler's Evacuation Plan**

Mayor Jack Crompton noted that Whistler's Evacuation Plan will be presented by staff at tonight's Council Meeting. He added that the presentation is timely after the record temperatures and high fire danger rating over the weekend. While the plan outlines how everyone in Whistler would be evacuate in an emergency, it's important that each member of the community has personal plans for what to do in an emergency. He added that this needs to include a plan for your family and pets, as well as an emergency bag. More information can be found online at [whistler.ca/evacuate](http://whistler.ca/evacuate) for more information.

### **Cheakamus Community Forest Fuel Break**

Mayor Jack Crompton noted that the fuel break in the Cheakamus Community Forest is almost complete. It has been created to reduce the chance of wildfire spreading, to make any fire easier to fight and to make evacuation safer. He added this is important to protecting the community.

### **Federation of Canadian Municipalities Grant for the Climate Change Coordinator Position**

Mayor Jack Crompton noted that The Federation of Canadian Municipalities (FCM) is providing a grant of \$123,000 over the next two years to:

- Help address staffing gaps;
- Increase the RMOW's ability to adapt to climate change; and
- Reduce greenhouse emissions.

He added that Whistler is one of 59 communities in Canada benefitting from this initiative and noted that the RMOW is using the funds to create a new Climate Change Coordinator position to help implement the Community Energy and Climate Action Plan.

### **Province-Wide Rural Dividend Funding**

Mayor Jack Crompton announced that the Resort Municipality of Whistler will receive a \$60,000 grant of Rural Dividend funding from the Province of British Columbia to invest in a Whistler-101 lecture series. The RMOW plans to hold five seminars later this year or next year. Attendance will be free or by donation. The lectures are designed to educate Whistler's residents about the area's incredible geodiversity, biodiversity, heritage and arts with the goal to inspire a collective sense of place.

### **Condolences**

On behalf of Council and the Resort Municipality of Whistler, Mayor Jack Crompton shared his condolences with the family and friends of Lorne Borgal following his sudden passing last week. Lorne was the CEO of Whistler Mountain Ski Corporation from 1983 until 1989, an exciting part of the resort's history. Bagel Bowl was named after him, inspired by his nickname The Lone Bagel.

Mayor Jack Crompton also shared his condolences with the friends and family Cheryl Morningstar. He noted that she he loved the town, and lived life to the fullest. She will be missed by the community.

### **Councillor Cathy Jewett**

Councillor Cathy Jewett noted that there is a new exhibition at the Maury Young Arts Centre (MYAC) called 'The Land and the People are One', starting on May 15, 2019, which celebrates the Lil'wat Nation arts and culture. She also noted that the special exhibition 'Artistry Revealed: Peter Whyte, Catharine Robb Whyte and their Contemporaries' begins at the Audain Museum on May 17, 2019. Councillor Cathy Jewett announced that the Arts Whistler's AGM will be held on May 22, 2019 at MYAC and encouraged members of the community to attend.

### **Councillor Arthur De Jong**

Councillor Arthur De Jong noted that the survey on keeping village doors closed finished on April 16, 2019, and he thanked AWARE for their support. He also thanked the stores and operators who have committed to keeping their doors closed. He noted that at Christmas time there were more than 30 per cent of doors open, but this was down to only four per cent of doors open in February. Councillor Arthur De Jong added that Council would like to try to move forward with creating a bylaw to assist with enforcing door closures. He added that Council would also like to see bylaws for banning single-use plastics, plastic bags, straws, unattended patio burners, etc. He noted that, at this time the RMOW does not have the legislative authority to do this, and therefore Council is asking the Province to assist with changing this legislation to help meet climate change goals.

## ADMINISTRATIVE REPORTS

Route 10 Valley  
Express Post  
Implementation  
Review and  
Whistler Transit  
System Expansion  
Memorandum of  
Understanding  
2020-2023  
File No. 534  
Report No. 19-069

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

**That** Council receive the Route 10 Valley Express Post Implementation Review as attached in Appendix "A" to Administrative Report No. 19-069; and

**That** Council endorse the recommendations in the Route 10 Valley Express Post Implementation Review as attached in Appendix "A" to Administrative Report No. 19-069; and

**That** Council direct staff to work with BC Transit, Whistler Transit Ltd. and the Ministry of Transportation and Infrastructure to start implementing the recommendations in the Route 10 Valley Express Post Implementation Review as attached in Appendix "A" to Administrative Report No. 19-069; and further

**That** Council authorize the General Manager of Infrastructure Services to execute the "Expansion Memorandum of Understanding 2020-2023" between BC Transit and the Resort Municipality of Whistler for the period of 2020-2023 regarding the Whistler Transit System as attached in Appendix "B" to Administrative Report No. 19-069.

CARRIED

Sea to Sky  
Multimodal  
Evacuation Plan  
File No. 850  
Report No. 19-062

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

**That** Council endorse the Sea to Sky Multimodal Evacuation Plan in Appendix "A".

CARRIED

DVP1172 – 7465  
Treetop Lane –  
Setback Variances  
File No. DVP1172  
Report No. 19-063

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

**That** Council approve the issuance of Development Variance Permit DVP1172 for the proposed development located at 7465 Treetop Lane to vary setbacks as follows:

1. Vary the front setback from 7.6 metres to 4.9 metres for two retaining walls.
2. Vary the rear setback from 7.6 metres to 7.0 metres for one window well.
3. Vary the south plan boundary setback from 7.6 metres to 2.0 metres for two retaining walls.
4. Vary the north side setback from 6.0 metres to 1.9 metres for two retaining walls.

All as shown on the Architectural Plans L2.0, L2.1, L2.2, L2.3, and L2.4, dated March 29, 2019, prepared by Lamoureux Architect Inc., attached as Appendix "B" to Administrative Report to Council No. 19-063.

CARRIED

Asset Management  
Investment Report  
and UBCM Asset  
Management Grant  
Application  
Endorsement  
File No. 155  
Report No. 19-067

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

**That** Council receive the Asset Management Investment Report; and further

**That** Council endorse a submission to UBCM for an Asset Management Planning Program 2019 grant.

CARRIED

Whistler 2020  
Development  
Corporation – 2019  
Annual Report  
File No. VAULT  
Report No. 19-061

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

**That** Council of the Resort Municipality of Whistler in open meeting assembled, hereby resolve that the Municipality, as sole Shareholder of Whistler 2020 Development Corp., pass the resolution of the Shareholder of the Whistler 2020 Development Corp., a copy of which is attached to Administrative Report No. 19-061 as Appendix "A", and that the Mayor and Municipal Clerk execute and deliver the resolutions on behalf of the Municipality.

CARRIED

Whistler Village  
Land Co. Ltd. –  
2019 Annual Filing  
Report  
File No. VAULT  
Report No. 19-068

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

**That** Council of the Resort Municipality of Whistler in open meeting assembled, resolve that pursuant to Section 180 of the Business Corporations Act (British Columbia), the Resort Municipality of Whistler, being the sole Shareholder of Whistler Village Land Co (the "Company"), entitled to attend and vote at the Annual General Meeting, does hereby waive the holding of the said Meeting and does consent in writing to all of the Resolutions of Shareholder in Writing, a copy which is attached to Administrative Report to Council No. 19-068 as Appendix "A", which constitute proceedings in lieu of the 2019 Annual General Meeting of the Company and does specify April 7, 2019 as being the date on which the 2019 Annual General Meeting shall be deemed to have been held, and that the Mayor and Municipal Clerk execute and deliver the attached resolutions on behalf of the Municipality.

CARRIED

## **MINUTES OF COMMITTEES AND COMMISSIONS**

Board of Variance

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

**That** Council receive the Regular Meeting Minutes of the Board of Variance of May 28, 2018, October 29, 2018, January 28, 2019 and February 25, 2019.

CARRIED

Advisory Design  
Panel

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

**That** Council receive the Regular Meeting Minutes of the Advisory Design Panel of November 28, 2018.

CARRIED

Whistler Bear  
Advisory  
Committee

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

**That** Council receive the Regular Meeting Minutes of the Whistler Bear Advisory Committee of March 13, 2019.

CARRIED

Forest and Wildland  
Advisory  
Committee

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

**That** Council receive the Regular Meeting Minutes of the Forest and Wildland Advisory Committee of March 13, 2019.

CARRIED

**BYLAWS FOR ADOPTION**

Zoning Amendment  
Bylaw (CC1 Zone  
Public Washroom  
Pavilion) Bylaw No.  
2222, 2019

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

**That** "Zoning Amendment Bylaw (CC1 Zone Public Washroom Pavilion) Bylaw No. 2222, 2019" be adopted.

CARRIED

Housing Agreement  
Bylaw (Function  
Junction) No. 2232,  
2019

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

**That** "Housing Agreement Bylaw (Function Junction) No. 2232, 2019" be adopted.

CARRIED

**CORRESPONDENCE**

5140 Alta Lake  
Road  
File No. 3009

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

**That** correspondence from Lauren Shaw and Danny Cox, regarding a proposed development at 5140 Alta Lake Road be received and referred to staff.

CARRIED

Whistler Rental  
Housing Problems  
File No. 3009

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

**That** correspondence from Katherine Gerry, regarding rental housing problems in Whistler be received and referred to staff.

CARRIED

Village  
Disturbances  
File No. 3009

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

**That** correspondence from Susan Plensky, regarding disturbances in Whistler Village be received.

CARRIED



City of Burnaby  
Resolution:  
Expanding  
Investment  
Opportunities  
File No. 2014

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

**That** correspondence from Mike Hurley, Mayor, City of Burnaby regarding the City of Burnaby Resolution: Expanding Investment Opportunities be received.

CARRIED

Light Up Request –  
National Injury  
Prevention Day  
File No. 3009.1

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

**That** correspondence from Arushi Malik, Communications Assistant, Parachute, requesting that on July 5, 2019 the Fitzsimmons Bridge be lit green in support of National Injury Prevention Day, be received and the Fitzsimmons bridge be lit.

CARRIED

#### **TERMINATION**

Motion to Terminate

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

**That** the Regular Council Meeting of May 14, 2019 be terminated at 7:16 p.m.

CARRIED

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Mayor, J. Crompton

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Acting Municipal Clerk, W. Faris



In accordance with the RMOW's purchasing and procurement requirements, a public RFP or tender must be issued for any contracts expected to exceed \$100,000 in value. An RFP was selected to allow flexibility and potentially save costs for this long-term operations contract.

The following steps were taken to arrive where we are today:

1. Develop the RFP
2. Issue the RFP
3. Evaluate the submitted proposals based on the specified criteria and choose the “preferred Proponent”
4. Negotiate a contract with the “preferred Proponent”
5. Bring that negotiated contract to Council for approval.

Using a RFP, rather than a simple price-based tender allows proponents to find creative ways to provide the required services, and allows us to evaluate the proposals on more than just the cost. As set out in the RFP document, the following considerations also form part of the evaluation process:

- The proposed level of service.
- The proposed material handling standards.
- The Proponent’s relevant experience in providing similar services.
- The Proponent’s management capability and qualifications.

Once the proposals were evaluated, the “preferred Proponent” was chosen based on the criteria specified in the RFP, and a contract was negotiated with the “preferred Proponent”. In the Compost Operations RFP it was stated that “all complete Proposals received by the established deadline will be evaluated against the following evaluation criteria”:

### **Evaluation Criteria**

The evaluation team evaluated all the submitted proposals according to the evaluation matrix criteria outlined below. If the minimum required points were not met in one or more of the evaluation criteria, the Proposal was not considered for award.

Criteria	Available Points	Minimum Required Points
Scope Understanding	15	7.5
Technical Capabilities	35	17.5
Qualifications and Experience	30	15
Proposal Submission	5	2.5
Cost	25	No Minimum Required
TOTAL	110	50

### **Scoring Criteria**

The Evaluation Team used the scoring table below as a guideline for determining the criterion score. Prompts were provided in the RFP to give the Proponents an idea as to how each criterion would be examined and scored. The weighting of the prompts in determining the criterion score is up to the discretion of the evaluation team unless otherwise stated.

Scoring Table		
Points Awarded (% of available)	Quality	Criteria
100%	Exceptional	Exceptional; far exceeds requirements with no added risk.
80%	Very Good	Exceeds expectations; risk deemed acceptable or no added risk.
60%	Acceptable	Meets expectations and all minimum requirements.
40%	Below	Does not meet expectations or minimum requirements.
20%	Well Below Requirements	Fails to meet minimum requirements; proposes a solution or provides explanations that is not acceptable or relevant.
0%	Unacceptable	Proposed solution deemed unacceptable in every aspect.

### **Scope Understanding**

The scope of work was to:

- Operate the in-vessel compost facility system providing a high level of service to the community, and to provide the service in compliance with all regulations and policies.
- Manage incoming “feedstock” material to the facility.
- Provide mobile rolling equipment like wheeled loaders required to operate the compost facility and any required staff facilities.
- Provide a lay down area for compost curing.
- Manage the retail sales of the compost end product.

The Proponents were scored on their understanding of the operational service and maintenance standards described in the RFP. As a part of the Executive Summary, Proponents included a narrative that illustrated an understanding of the RFP requirements to ensure that the operational objectives would be fully met. The evaluation team took the entire submission into consideration when evaluating the criteria’s Scope Understanding section.

It is important from the perspective of tendering law to evaluate the proposals in precisely the manner stated in the RFP. Stating that proposals would be evaluated one-way in the RFP, then evaluating them under different criteria can open up legal challenges to the RFP process.

### **Scoring Criteria**

The following prompts were used to determine the criterion score:

Prompts
Is the overall approach tailored to the needs of the RMOW as described in the RFP?
Is the Proposal easy to read and concise?
Does the submitted Proposal acknowledge all criteria in the Specific Contract Requirements (SCR) section accurately?
Do any proposed augmentations conflict with the needs of the RMOW?

### **Technical Capabilities**

The proposals were scored on the submitted work plan and solutions to the tasks in the SCR. The evaluation team took the entire submission into consideration when evaluating the technical section.

#### **Scoring Criteria**

The following prompts were used to determine the criterion score:

Prompts
Is the work plan plausible and tailored to the needs of the RMOW?
Is the reasoning behind the methodology sound and well explained?
Have the methods described in the work plan previously been used in past operations and were they successful? Is there evidence that this is the optimal solution for this scope of work?

### **Qualification and Experience**

Qualifications and Experience of the Proponent and Proponent's team were submitted according to requirements in the RFP document. Only qualifications that are relevant to the SCR were considered when evaluating this section.

#### **Scoring Criteria**

The following prompts were used to determine the criterion score:

Prompts
Qualifications of the personnel and how they relate to the tasks they are responsible for as described in the Proponents Proposal.
Proponent's team's experience with similar operations within the last ten (10) years. Submitted experience beyond the previous ten (10) years will not have weight on the scoring.
Technical and management capability, capacity, skills and qualifications of the Proponent and any proposed subcontractor(s).
Work performed for submitted references is by the proposed team members and is within the last ten (10) years and is relevant to the SOW of the compost operation.

### **Proposal Submission**

The proposal submission were evaluated for completeness and time the proposal is received.

#### **Scoring Criteria**

Prompts
Points will be deducted for failure to include all items identified in the RFP and if the proposals is received any later than the specified closure time.

## Cost

The cost of each proposal was evaluated based on the amount the RMOW would pay to have each metric tonne of biosolids or food waste processed at the WCF.

## Scoring Criteria

Prompts
The total cost will be evaluated using the following equation:  $\frac{\text{Lowest Priced Acceptable Proposal}}{\text{This Proposal's Price}} \times \text{Points Available}$

Staff developed the RFP document to invite qualified Proponents to submit proposals for the operation of the WCF for the next five years. If the RMOW is satisfied with the performance of the Contractor over the next five years, an offer to extend the agreement for an additional five years could be negotiated.

The RFP was posted online on March 15, 2019 and remained open for response for four weeks, closing on April 15, 2019. In addition to posting the document on BC Bid and the RMOW website, the document was sent to two local compost operation contractors to solicit responses from them.

During the time when the RFP was open, municipal staff held three site visits providing access to the WCF for Proponents to see the operation first hand. Questions, answers and materials to provide scope clarity, were posted online subsequent to the site visits in addendums for all Proponents to access.

The RMOW received three proposals in response to the RFP. Two of the submissions were from organizations operating within the Whistler area and one Proponent operating outside BC. All three submissions complied with mandatory terms in the RFP. Staff proceeded to evaluate and score each proposal using the established criteria (discussed above).

Proponents were encouraged to submit alternative proposals for processing compostable material in addition to submitting a proposal that met all the other terms of the RFP. Alternate proposals were reviewed using the same criteria, looking at alternate solutions to further reduce operating costs to the municipality. All three alternate proposals were found to be consistent in recommending that the WCF site be modified to allow for material to be handled onsite instead of the current practice of off-site curing, reducing transportation costs to cure and prepare compost for retail sales.

Using the above evaluation criteria, GFL Environmental Inc. scored the highest out of the three submissions and was determined to be the “preferred Proponent”.

Proponent	Score (out of 110) Status Quo	Score (out of 110) Alternate Proposal
GFL Environmental Inc.	105.4	101
Net Zero Waste	92.2	99.9
AIM Environmental Group	85.1	90.8

Considerations that separate GFL Environmental Inc. from other Proponents;

- Direct experience operating an in-vessel compost system - GFL has successfully operated the RMOW's WCF for the last 10 years.
- Reduced cost from the current contract - Upon the commencement of the Contract the payment to the Operator will be reduced from the current \$131.60 per metric tonne to \$125 per metric tonne of organic material processed.
- GFL has proposed to cost share on Capital improvements and to provide Engineering and Design services to construct site improvements to reduce transportation and reduce GHG emissions. The portion of the capital costs that GFL will fund is linked to the duration of the contract.

Staff met with GFL Environmental Inc. and have negotiated the terms of a contract for Council approval.

## WHISTLER 2020 ANALYSIS

W2020 Strategy	TOWARD Descriptions of success that resolution moves us toward	Comments
Materials and Solid Waste	Increased business performance and economic opportunities are being realized as a result of smart materials management.	Operating a compost facility keeps the organic waste produced in Whistler from being disposed of in a Landfill. More compost produced at the WCF will be managed onsite reducing handling costs and GHG emissions. Finished product is sold as a soil amendment in landscaped areas.
Finance	Whistler lives within its financial means	Tipping fees for organics are periodically increased to balance revenues with encouraging diversion of organics from landfill. New operating contract will move to reduce operating costs to the community.
Economics	Whistler is an integral part of the region's economy and works collaboratively with stakeholders	To increase the region diversion from landfill, the WCF receives revenues for processing organic materials generated in other local communities in the SLRD.
Build Environment	Building, design, construction and operation is characterized by efficiency, durability and flexibility for changing and long-term uses.	Improvements to provide an area to cure compost reduces the amount of transportation required to process organics for market.

Awarding the proposed new Compost Operations contract does not move our community away from any of the adopted Whistler2020 Descriptions of Success.

## OTHER POLICY CONSIDERATIONS

The WCF is a key piece of infrastructure for reducing the amount of landfilled waste in the SLRD, and the operation of this facility is the key final component in the treatment of Whistler's biosolids (generated from wastewater). At this time, the facility also processes much of the wood waste generated from the fuel thinning operations of Cheakamus Community Forest (CCF) and the FireSmart program. The new operations contract ensures the continued operation of the facility and continued cooperation with the CCF and the FireSmart program.

## **BUDGET CONSIDERATIONS**

Council has approved the 2019 annual operations budget to operate the WCF. Under the existing budget (with forecasted revenues) there will be no negative budget impact to enter into the proposed new agreement with GFL. The proposed negotiated contract is expected to provide approximately \$40,000 in annual savings upon commencement.

## **COMMUNITY ENGAGEMENT AND CONSULTATION**

N/A

## **SUMMARY**

The Whistler Compost Facility operating contract expires on May 30, 2019. To negotiate a new agreement staff proceeded to issue a public request for proposals on March 15, 2019. The request was open for response until April 15, 2019. Three proposals were received and evaluated by staff, and a new five-year contract was negotiated with GFL Environmental Inc. that will result in an overall reduction in compost processing costs to the RMOW, and a reduction in GHG emissions produced by the operation.

Staff recommend that Council authorize the Mayor and Municipal Clerk to execute a contract with GFL Environmental Inc. to operate the Whistler Compost Facility for the next five years.

Respectfully submitted,

Andrew Tucker  
MANAGER OF TRANSPORTATION AND WASTE MANAGEMENT  
for  
James Hallisey  
GENERAL MANAGER OF INFRASTRUCTURE SERVICES



**Appendix “A” – Term Sheet for Compost Operations Contract**

<b>Compost Operations</b>	
Party:	GFL Environmental Inc.
Term:	June 1, 2019 – June 1, 2024, with possible renewal.
Description:	The agreement outlines the services related to the operation of the Whistler Compost Facility (WCF), including the sales and marketing of the final product.
Special Considerations:	N/A
Cancellation Clause:	Either party may terminate the agreement if the other party fails to perform its obligation.
Payment:	\$125/metric tonne of Organics processed at WCF.
Insurance:	The Contractor shall maintain comprehensive General Liability Insurance in the amount of not less than \$5,000,000 per occurrence.
Bonding:	The Contractor shall maintain a Performance Bond in the amount of twenty-five (25%) of the first years (12 months) contract value, effective upon the commencement date of the contract and shall be maintained current for the term of the Contract including any extensions plus sixty (60) days.



# WHISTLER

## REPORT | ADMINISTRATIVE REPORT TO COUNCIL

**PRESENTED:** May 28, 2019

**REPORT:** 19-070

**FROM:** Corporate and Community Services

**FILE:** 4350

**SUBJECT:** FIVE-YEAR FINANCIAL PLAN 2019-2023 AMENDMENT BYLAW NO. 2240, 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 consider giving first, second and third readings to the “Five-Year Financial Plan 2019-2023 Amendment Bylaw No. 2240, 2019”, and

**That** Council direct staff to execute the 2019 Whistler 2020 Development Corporation Municipal Regional District Tax Online Accommodation Providers Contribution Agreement, attached as Appendix “C” to Administrative Report 19-070.

### REFERENCES

Appendix “A” – Schedule A of “Five-Year Financial Plan 2019-2023 Amendment Bylaw No. 2240, 2019”

Appendix “B” – Schedule B of “Five-Year Financial Plan 2019-2023 Amendment Bylaw No. 2240, 2019”

Appendix “C” – Draft Contribution Agreement between RMOW and Whistler 2020 Development Corporation

### PURPOSE OF REPORT

This Report seeks first three readings of the “Five-Year Financial Plan 2019-2023 Amendment Bylaw No. 2240, 2019” to amend “Five-Year Financial Plan 2019-2023 Bylaw No. 2225, 2019” for the purposes discussed below.

### DISCUSSION

#### *Employee Housing Reserve Fund Transfers*

“Employee Housing Service Charge Bylaw No. 1507, 2000” was established to raise funds for purposes directly or indirectly related to employee housing services. The associated reserve receives proceeds from charges imposed on land and improvements, levied and collected by RMOW for municipal works and services. Currently, this revenue stream provides approximately \$40,000 to the Reserve Fund each year.

Beginning in October of 2019, the Province began collecting Municipal Regional District Tax (MRDT) tax on properties listed with Online Accommodation Providers (MRDT OAP). These funds are remitted to RMOW quarterly and may be used to support employee housing initiatives.

This creates a second source of inflows for the Employee Housing Reserve Fund, budgeted at \$750,000 for 2019, which were reflected in the original Schedules to the Five Year Financial Plan. Two changes to the Financial Plan are proposed:

- 1) Tourism Whistler has substantially agreed to contribute its portion of MRDT OAP revenues to support employee housing for one year. This increases the amount of money flowing into the reserve, relative to expectations embedded in Bylaw 2025.
- 2) RMOW has agreed to transfer Housing Reserve funds to the Whistler 2020 Development Corp (WDC) for the purposes of developing 100 units of employee housing on "Parcel A" in Cheakamus Crossing. This increases the "Residents and Partners" expense and reduces the net transfer into the Reserve to zero. Today's amendment proposes a one-time transfer of \$200,000 which represents the bulk of the current Reserve balance. An Operating Agreement governing this movement of funds is in progress.

#### *Infrastructure Services Projects*

These amendments are consistent with the recommendations outlined in the Administrative Report to Council No.19-050 at the April 16, 2019 Regular Council Meeting.

These changes relate to two separate projects in the 2019 financial plan. Recent project tenders have identified that E301 (Sewer Lift Station) is expected to be \$450,000 more than budgeted. At the same time opportunities for savings of the same amount have been identified for project E320 (Sewer Mains). This part of the financial plan amendment simply reallocates budget from one project to another. There is no overall impact to municipal funding sources arising from this amendment.

### **OTHER POLICY CONSIDERATIONS**

Section 165 of the *Community Charter* requires municipalities to prepare a five-year financial plan to be adopted annually by bylaw. Once adopted, the plan is in effect until it is amended, and may be amended by bylaw at any time.

### **BUDGET CONSIDERATIONS**

The five-year financial plan sets the budget for the next five years, and is prepared annually. It can be revised at any time by bylaw, and is being revised to reflect proposed changes.

### **COMMUNITY ENGAGEMENT AND CONSULTATION**

The "Five-Year Financial Plan 2019-2023 Amendment Bylaw No. 2240, 2019" is being presented at a Regular Council Meeting and is consistent with Council direction.

## **SUMMARY**

This Bylaw, the “Five-Year Financial Plan 2019-2023 Amendment Bylaw No. 2240, 2019” is to amend “Five-Year Financial Plan 2019-2023 Bylaw No. 2225, 2019” to include the transfer of available Employee Housing Reserve funds to WDC and to reassign \$450,000 in 2019 spending from Project E320 to E301.

Respectfully submitted,

Carlee Price  
DIRECTOR OF FINANCE

for  
Ted Battiston  
GENERAL MANAGER OF CORPORATE AND COMMUNITY SERVICES

**RESORT MUNICIPALITY OF WHISTLER  
FIVE-YEAR FINANCIAL PLAN 2019 - 2023  
CONSOLIDATED OPERATING SUMMARY**

**BYLAW 2240, 2019  
SCHEDULE A**

	2019	2020	2021	2022	2023
<b>REVENUE</b>					
<b>General Fund</b>					
Property Taxes	39,180,627	40,062,191	40,963,590	41,885,271	42,827,690
Other Property Tax	1,008,200	1,030,885	1,054,079	1,077,796	1,102,047
Government Grants	688,906	700,000	705,000	710,000	715,000
Fees and Charges	11,943,016	12,181,876	12,425,514	12,674,024	12,927,505
Investment Income	2,273,900	2,383,900	2,493,900	2,603,900	2,713,900
RMI Grant	6,940,000	6,900,000	6,900,000	6,900,000	6,900,000
MRDT	11,300,000	11,300,000	11,300,000	11,300,000	11,300,000
Works and Service Charges	606,107	600,000	600,000	600,000	600,000
<b>Water Fund</b>					
Parcel Taxes	3,966,915	4,046,253	4,127,178	4,209,722	4,293,916
Fees and Charges	3,017,812	3,078,168	3,139,732	3,202,526	3,266,577
Works and Service Charges	47,500	50,000	50,000	50,000	50,000
<b>Sewer Fund</b>					
Parcel Taxes	4,189,416	4,273,204	4,358,668	4,445,842	4,534,759
Fees and Charges	3,873,417	3,950,885	4,029,903	4,110,501	4,192,711
Works and Service Charges	198,770	200,000	200,000	200,000	200,000
<b>Solid Waste Fund</b>					
Fees and Charges	5,898,154	6,016,117	6,136,439	6,259,168	6,384,352
Government Grants	481,000	480,000	485,000	490,000	495,000
	<b>95,613,740</b>	<b>97,253,480</b>	<b>98,969,005</b>	<b>100,718,751</b>	<b>102,503,455</b>
<b>EXPENDITURE</b>					
<b>General Fund</b>					
Payroll and Goods & Services	53,396,486	55,425,553	57,531,724	59,717,929	61,987,210
Debt Interest & Principal	239,299	239,299	239,299	239,299	239,299
Residents & Partners	7,596,150	7,113,650	7,173,650	7,233,650	7,293,650
Contingency	647,172	658,331	680,954	704,401	728,702
<b>Water Fund</b>					
Payroll and Goods & Services	1,894,138	1,922,550	1,951,388	1,980,659	2,010,369
Debt Interest & Principal	-	-	-	-	-
<b>Sewer Fund</b>					
Payroll and Goods & Services	2,813,851	2,856,059	2,898,900	2,942,383	2,986,519
Debt Interest & Principal	1,370,453	1,370,453	1,370,453	1,210,453	1,210,453
<b>Solid Waste Fund</b>					
Payroll and Goods & Services	5,545,774	5,628,961	5,713,395	5,799,096	5,886,082
Debt Interest & Principal	472,255	472,255	472,255	472,255	472,255
	<b>73,975,578</b>	<b>75,687,110</b>	<b>78,032,018</b>	<b>80,300,125</b>	<b>82,814,540</b>

**RESORT MUNICIPALITY OF WHISTLER  
FIVE-YEAR FINANCIAL PLAN 2019 - 2023  
CONSOLIDATED OPERATING SUMMARY**

**BYLAW 2240, 2019  
SCHEDULE A Cont'd**

	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
<b>TRANSFERS TO (FROM )</b>					
<b>OTHER FUNDS / RESERVES</b>					
Interest Paid to Reserves	2,000,000	2,146,090	2,245,044	2,342,468	2,442,957
Recreation Works Charges Reserve	305,350	300,000	300,000	300,000	300,000
Transportation Works Charges Reserve	260,257	250,000	250,000	250,000	250,000
Employee Housing Charges Reserve	-	45,000	45,000	45,000	45,000
RMI Reserve	2,747,590	2,475,000	2,250,000	1,950,000	1,050,000
2% MRDT Reserve	1,865,656	1,350,000	915,000	425,000	318,000
General Capital Reserve	4,716,967	4,787,722	4,859,537	4,932,430	5,006,417
Parking Reserve	-	-	-	-	-
Parkland and ESA Reserve	-	-	-	-	-
Vehicle Replacement Reserve	992,582	1,240,000	1,000,000	1,000,000	1,000,000
General Operating Surplus (Deficit)	-	-	-	-	-
General Operating Reserve	1,454,860	1,575,000	1,575,000	1,575,000	1,575,000
Water Works Charges Reserve	47,500	50,000	50,000	50,000	50,000
Water Capital Reserve	3,180,586	3,228,295	3,276,719	3,325,870	3,375,758
Water Operating Reserve	573,375	581,976	590,706	599,566	608,560
Water Operating Surplus (Deficit)	-	-	-	-	-
Sewer Works Charges Reserve	198,770	200,000	200,000	200,000	200,000
Sewer Capital Reserve	2,016,569	2,046,818	2,077,520	2,108,683	2,140,313
Sewer Operating Reserve	448,568	448,568	448,568	448,568	448,568
Sewer Operating Surplus (Deficit)	-	-	-	-	-
Solid Waste Capital Reserve	861,890	874,818	887,941	901,260	914,779
Solid Waste Operating Reserve	(32,359)	(32,917)	(34,048)	(35,220)	(36,435)
Solid Waste Surplus (Deficit)	-	-	-	-	-
	<b>21,638,162</b>	<b>21,566,370</b>	<b>20,936,987</b>	<b>20,418,625</b>	<b>19,688,916</b>
<b>REVENUE LESS EXPENDITURE AND TRANSFERS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**RESORT MUNICIPALITY OF WHISTLER  
FIVE-YEAR FINANCIAL PLAN 2019 - 2023  
CONSOLIDATED PROJECT SUMMARY**

**BYLAW 2240, 2019  
SCHEDULE B**

	2019	2020	2021	2022	2023
<b>REVENUE AND OTHER SOURCES OF FUNDING</b>					
<b>General Fund</b>					
Government Grants	1,903,110	232,000	250,000	92,500	-
Contribution from Developers	-	-	-	-	-
Equipment disposal proceeds	-	-	-	-	-
WHA construction loan	-	(5,000,000)	-	-	-
Other Contributions	200,000	-	-	-	-
WCSS loan payments	50,000	50,000	50,000	50,000	50,000
<b>Water Fund</b>					
Government Grants	558,659	-	-	-	-
Other Contributions	-	-	-	-	-
<b>Sewer Fund</b>					
Government Grants	-	-	-	-	-
<b>Solid Waste Fund</b>					
Government Grants	390,000	-	-	-	-
	3,101,769	(4,718,000)	300,000	142,500	50,000
<b>EXPENDITURE</b>					
<b>General Fund</b>					
Non-capital Expenditure	2,078,375	1,353,198	624,067	734,751	434,476
Infrastructure Maintenance	14,988,055	12,133,200	6,641,300	4,989,600	3,694,200
Capital Expenditure	10,509,368	3,388,060	2,009,520	2,990,228	2,591,054
WCSS loan	-	-	-	-	-
<b>Water Fund</b>					
Non-capital Expenditure	893,500	957,500	1,698,500	1,794,500	390,500
Infrastructure Maintenance	4,604,000	2,515,000	1,405,000	3,025,000	580,000
Capital Expenditure	5,000	120,000	-	-	-
<b>Sewer Fund</b>					
Non-capital Expenditure	785,000	597,000	827,000	817,000	617,000
Infrastructure Maintenance	5,874,000	3,695,000	4,675,000	3,210,000	2,210,000
Capital Expenditure	570,000	3,140,000	520,000	-	-
<b>Solid Waste Fund</b>					
Non-capital Expenditure	105,000	40,000	40,000	40,000	-
Infrastructure Maintenance	455,891	447,428	422,428	332,428	322,428
Capital Expenditure	630,000	150,000	50,000	-	-
<b>All Funds</b>					
Depreciation	12,346,893	12,746,893	13,146,893	13,546,893	13,946,893
	53,845,082	41,283,280	32,059,708	31,480,400	24,786,551

**RESORT MUNICIPALITY OF WHISTLER  
FIVE-YEAR FINANCIAL PLAN 2019 - 2023  
CONSOLIDATED PROJECT SUMMARY**

**BYLAW 2240, 2019  
SCHEDULE B Cont'd**

	2019	2020	2021	2022	2023
<b>TRANSFERS (TO) FROM OTHER FUNDS (RESERVES)</b>					
RMI Reserve	5,884,780	4,599,480	1,789,480	495,480	369,080
2% MRDT Reserve	1,072,282	701,000	626,000	626,000	620,300
General Capital Reserve	8,705,550	4,328,544	1,500,278	969,779	883,574
Recreation Works Charges	1,156,100	600,000	400,000	600,000	-
Vehicle Replacement Reserve	3,264,813	1,454,916	880,000	2,341,245	1,925,089
Library Reserve	62,000	35,000	60,000	35,000	45,000
General Operating Reserve	2,087,163	1,851,016	1,621,625	1,664,569	1,461,679
Transportation Works Charges	3,240,000	3,072,500	2,147,500	1,890,000	1,415,000
Water Capital Reserve	4,765,341	3,413,125	2,935,000	4,540,000	780,000
Water Operating Reserve	358,500	192,500	183,500	279,500	190,500
Sewer Capital Reserve	6,264,000	6,821,875	5,180,000	3,210,000	2,210,000
Sewer Operating Reserve	785,000	597,000	827,000	817,000	617,000
Solid Waste Capital Reserve	695,891	597,428	472,428	332,428	322,428
Solid Waste Operating Reserve	105,000	40,000	40,000	40,000	-
	38,446,420	28,304,386	18,662,815	17,841,007	10,839,658
<b>ADJUSTMENTS FOR NON CASH ITEMS AND CHANGES TO NET FINANCIAL ASSETS</b>					
Depreciation	12,346,893	12,746,893	13,146,893	13,546,893	13,946,893
WCSS loan	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)
WHA construction loan	-	5,000,000	-	-	-
	12,296,893	17,696,893	13,096,893	13,496,893	13,896,893
<b>REVENUE AND TRANSFERS LESS EXPENDITURE</b>	-	-	-	-	-



**2019 WHISTLER 2020 DEVELOPMENT CORPORATION OAP CONTRIBUTION AGREEMENT**

**THIS AGREEMENT** is made as of the \_\_\_\_th day of May, 2019

**BETWEEN: RESORT MUNICIPALITY OF WHISTLER**

4325 Blackcomb Way,  
Whistler, BC, V8E 0X5  
("RMOW")

**AND: WHISTLER 2020 DEVELOPMENT CORPORATION**

**Registered and Records at:** 1616-808 Nelson Street,  
Box 12147 Nelson Square  
Vancouver, BC, V6Z 2H2  
("WDC")

**WHEREAS:**

- A. The RMOW is the local government and is responsible for the development and execution of programs and policies to ensure that Whistler is a vibrant and sustainable resort community in general, and in particular delivers ongoing management and execution of key community initiatives;
- B. The WDC is a not for profit corporation, wholly owned by the RMOW. The WDC is responsible to provide, as a service on behalf of the Municipality, the design, financing, development, construction of employee restricted housing in the Cheakamus Crossing neighbourhood.
- C. Consistent with the *Provincial Sales Tax Act*, the RMOW receives accommodation area tax revenue known currently as the *Municipal and Regional District Tax* (MRDT);
- D. In October 2018, the MRDT program was expanded to include the collection of fees from online accommodation providers. Proceeds from this tax revenue may be designated by the RMOW to support employee housing initiatives;
- E. The RMOW has agreed to contribute its share of online accommodation provider revenues to the WDC, for the purposes of building employee restricted housing on Parcel A. The parties wish to enter into this Agreement to confirm the manner in which the online accommodation provider revenue is allocated and expended and such other terms and conditions as agreed upon.

**NOW, THEREFORE**, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties, intending to be legally bound, agree as follows:

## **1. DEFINITIONS**

1.1. Capitalized terms used herein and in the Recitals shall have the following meaning:

- a) "Act" means the *Provincial Sales Tax Act*, SBC 2012, c 35, and any statutory amendments or successor enactments;
- b) "MRDT" means the accommodation area tax levied pursuant to the *Designated Accommodation Area Tax Regulations*, B.C. Regulation 93/2013 for the prescribed purpose of supporting investment in tourism marketing, projects and programs;
- c) "OAP" means the additional tax collected by the Province from online accommodation providers;
- d) "OAP Revenue" means the amount of OAP revenue that accrues to the RMOW in a calendar year;
- e) "Province" means the Government of British Columbia; and

## **2. OAP CONTRIBUTIONS**

- 2.1. The RMOW agrees to contribute to the WDC a sum of \$200,000, representing the value of the first quarterly installment of OAP Revenue received by the RMOW plus an amount from the existing Employee Housing Reserve balance.
- 2.2. Both parties agree that the amount in 2.2.1 will be invested to support the construction of employee restricted housing on Parcel A, a project consistent with the OAP program requirements and associated guidelines set out by the Provincial Government.

## **3. ADDITIONAL COVENANTS**

3.1. WDC and the RMOW further agree that:

- a) Both parties will provide ongoing, timely collaboration for all required OAP submissions to the Province, as well as any other reporting requirements that may be required by the Province as associated with the OAP program; and
- b) The WDC will provide letters of support, attendance at relevant meetings, acknowledgment of funding, and any such other information or data on employee restricted housing as reasonably requested by the RMOW.

#### 4. GENERAL PROVISIONS

4.1. The RMOW and the WDC will participate in meaningful dialogue of planned annual OAP-funded investments, however, the WDC has the ultimate responsibility to define and allocate MRDT funds consistent with its own internal financial governance models.

4.2. Any notice required or permitted to be given hereunder or for the purposes hereof to any party shall be sufficiently given if delivered or if transmitted by facsimile or email to such party

a) to the RMOW, at:

Resort Municipality of Whistler  
4325 Blackcomb Way  
Whistler, BC, V8E 0X5  
Attention: Chief Administrative Officer  
Email: mfurey@whistler.ca

with a copy to:

Resort Municipality of Whistler  
4325 Blackcomb Way  
Whistler, BC, V8E 0X5  
Attention: Corporate Officer  
Email: corporate@whistler.ca

b) to the WDC, at:

Whistler Development Corp  
1616-808 Nelson Street, Box 12147  
Vancouver, BC, V6Z 2H2  
Attention: President  
Email: djackson@whistler.ca

with a copy to:

Whistler Development Corp  
1616-808 Nelson Street, Box 12147  
Vancouver, BC, V6Z 2H2  
Attention: Secretary  
Email: jcrompton@whistler.ca

or at such other address or addresses as the party to whom such notice is to be given shall have last notified the party giving the same in the manner provided in this section.

4.3. For greater certainty, this Agreement is not intended to modify, alter or amend the terms of any existing agreements between the RMOW and the WDC.

4.4. The parties represent that they have all necessary power and authority to enter into this Agreement and to perform its obligations hereunder and the performance by each party of its obligations hereunder have been duly authorized by necessary corporate or municipal actions and the parties intend that the other parties are entitled to rely on these representations and warranties.

4.5. The parties may not assign any of its rights or obligations under this Agreement without the express written consent of the other party.

4.6. This Agreement may be amended only by a written document signed by both parties.

4.7. Time is of the essence in this Agreement.

- 4.8. The headings of the various sections and subsections of this Agreement are used for convenience of reference only and shall not modify, define or limit any of the provisions hereof. .
- 4.9. No waiver of any of the provisions of this Agreement shall be deemed to or shall constitute a waiver of any other provisions nor shall such waiver constitute a continuing waiver unless otherwise expressly provided. If any provisions or portions thereof of this Agreement shall to any extent be held to be invalid or unenforceable, the remainder of this Agreement or the application of such provisions or portions thereof shall not be affected thereby and each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by the law as the intent of the parties can be maintained.
- 4.10. This Agreement may be executed in counterparts, including execution by facsimile and each counterpart when so executed will be deemed an original and all such counterparts will constitute on and the same document.

**SIGNED** by the parties as of the date identified on the first page hereof:

**RESORT MUNICIPALITY OF WHISTLER**

By: \_\_\_\_\_  
Authorized signatory

By: \_\_\_\_\_  
Authorized signatory

**WHISTLER 2020 DEVELOPMENT CORPORATION**

By: \_\_\_\_\_  
Authorized signatory

By: \_\_\_\_\_  
Authorized signatory



**PRESENTED:** May 28, 2019 **REPORT:** 19-074  
**FROM:** Chief Administrator's Office **FILE:** 0540-20  
**SUBJECT:** STRATEGIC PLANNING COMMITTEE TERMS OF REFERENCE

That the recommendation of the Chief Administrative Officer be endorsed.

Whistler has experienced significant growth in the past several years with total annual visitation exceeding 3.5 million and a local population now approximately 12,000 permanent residents and an average daily population equivalent of 36,000. Its global success can be attributed in part to the guiding principles of the Whistler2020 vision and the policies in the OCP, as well as initiatives implemented by the Economic Partnership Initiative and others. Initiatives such as improving infrastructure and re-investment in core resort products have encouraged Whistler's year-round growth, with acceleration of this growth driven predominantly by macroeconomic factors. Favourable foreign exchange rates against the Canadian Dollar have driven increased international travel from the United States, Europe and Asia Pacific, whilst increasing the appeal of domestic travel amongst Canadians. However, the accelerated growth of the resort in a relatively short period of time, has created community concerns about its continued sustainability for local residents and future generations, and management of the tourism economy to align with the carrying capacity of the resort.

Since its incorporation in 1975, the municipality has had a clear community vision and has managed growth and development through its OCP policies, zoning and land use regulations and other senior policy documents. Collectively, these control the location, amount, type and character of development to support the unique sense of place and culture of Whistler. Whistler is now approaching its residential and visitor accommodation capacity and is subsequently recognising the potential of its existing developed capacity. This is creating concern within the community over the impact of further growth, as many community planning policies are being reassessed to align with Whistler's future.

The guiding principles of the SPC are to encourage progressive long-term thinking for the benefit of the resort community as a whole; manage growth and development to achieve the goals of the community vision and OCP; consider risks and effective adaptation to changing and potential future external conditions; ensure balanced and effective use of limited financial, social and natural resources; and include the community at large in community planning, while developing effective and collaborative partnerships that support community goals.

The purpose of the SPC is broad, yet focussed, and will provide advice and recommendations to Council about the resort community's long term needs, based on facts and a deep understanding of Whistler's community vision and OCP, as may be amended from time to time. The Committee will identify and source relevant data needs to assist in understanding the current situation, determine a range of various metrics to monitor and use in scenario planning to proactively manage the resort experience and provide strategic advice to Council surrounding potential community planning needs. Other strategic issues for consideration by the SPC include:

- Potential uses for RMOW-owned lands taking into consideration community values, carrying capacity and preservation needs;
- The extent to which Whistler's long-term housing needs may be met, consistent with growth management policies, while considering the financial implications, associated risks and other factors;
- Institutional facility and service needs assessment to support longer term community needs (e.g. schools, day cares, medical facilities etc.);
- Evaluation of existing and approved future development potential; and
- Potential major amendments of the OCP or major development applications.

The SPC will be chaired by the Mayor of Whistler Council and is proposed to have 11 members, including five community-at-large members with proven skills/experience in strategic planning, community planning and development, community involvement and other select areas as related to the strategic focus of the SPC determined from time to time. Two additional Council members, and three staff (Chief Administrative Officer, General Manager of Resort Experience and Director of Planning) are proposed for the remaining positions. It is also anticipated that other key organizations not directly represented on the SPC, but with a relevant stake in the community, will be engaged at various times throughout the SPC's work for their input to particular topics.

Contingent on Council's endorsement of these Terms of Reference, communication will be prepared for nominations for the community-member-at-large positions ensuring appropriate representation of the community. Nominations would then be brought forward for Council consideration and appointment.

## WHISTLER 2020 ANALYSIS

The recommendation to support the SPC Terms of Reference has the potential to move the community towards many of the Whistler2020 Descriptions of Success and is aligned with the OCP. Select descriptions of success are identified below.

W2020 Strategy	Descriptions of success that resolution moves us toward	Comments
Built Environment	Limits to growth are understood and respected	The SPC will establish a base set of metrics that will provide clarity on Whistler's current position and what considerations need to be made for sustainable future growth.
Built Environment	Smart growth policies and initiatives contribute to the financial health of the community Whistler is globally recognized as a center of excellence in sustainable community development	By considering strategic community planning issues, the SPC will be able to provide advice to Council to review initiatives that ensure the financial and environmental health of the community.
Economic	Whistler's tourism economy is progressive and ensures the highest and best use of limited financial, social and natural resources in the long-term Physical and social infrastructure attract and support work and investment	With defined metrics and a longer term planning horizon, SPC will be contribute to enabling a more balanced and effective use of Whistler's available resources.
Natural Areas	An ecologically functioning and viable network of critical natural areas is protected and, where possible restored. Developed and recreation areas are designed and managed to protect as much of the natural environment within and around them as possible.	The natural environment and preservation of natural areas is important to maintaining community character and sustainability, and is important to address through the work of the SPC.
Resident Housing	Housing has been developed close to transit, pedestrian and bicycle routes, and amenities and services to reduce auto dependency	Longer term planning for housing and infrastructure needs will be based on scenario modelling, enabling adaptation for implementation as time evolves.
Transportation	Whistler's local and regional transportation systems minimize encroachment on nature	Long-range planning and metrics will provide guidance on transportation projects.

Endorsement of the SPC Terms of Reference does not move our community away from any of the adopted Whistler2020 Descriptions of Success.

## OTHER POLICY CONSIDERATIONS

Endorsement of the SPC Terms of Reference will help support Council in achieving the municipality's highest level policy objectives in the long term best interests of the resort community, guided by Whistler's community vision and OCP, as may be amended from time to time. It is important to recognize the relationship between the SPC and the Economic Partnership Initiative Committee, which will intersect on a number of topics and as such collaboration and staff coordination between the committees, and the strategic initiatives of other committees of Council, will be important.

## **BUDGET CONSIDERATIONS**

There are no current budget considerations. Specific recommendations such as research may arise during the course of the SPC, and may require budget allocation, but these will be determined at the relevant time.

## **COMMUNITY ENGAGEMENT AND CONSULTATION**

Community engagement is a key element of the SPC Terms of Reference, and guiding principles refer to the ongoing engagement of the community in community planning work. To note is the community representation on the committee with four members-at-large as well as an expectation of community input throughout the work of the SPC.

## **SUMMARY**

This report presents the recommended Strategic Planning Committee Terms of Reference and seeks Council endorsement.

Respectfully submitted,

Toni Metcalf  
MANAGER OF ECONOMIC DEVELOPMENT

and  
Mike Kirkegaard  
DIRECTOR OF PLANNING

for  
Mike Furey  
CHIEF ADMINISTRATIVE OFFICER



# Strategic Planning Committee (SPC)

## Terms of Reference

Version 1.5 – 21 May 2019

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### 1 DEFINITION

- a) The SPC is a Select Committee of Council, under s.142 of the Community Charter, and members are appointed by Council;
- b) The SPC is comprised of community representatives, along with Council and key RMOW staff – each bringing a unique perspective in determining key considerations relative to community planning and management of future land uses and activities within the Resort Municipality of Whistler;
- c) The SPC is to act in an advisory capacity, to support Council in its decision making related to community and land use planning and growth management;
- d) Guided by Whistler's community vision and Official Community Plan (OCP) policies the Committee seeks to leverage a collaborative process toward the following primary goals:
  - i. Establish guiding metrics and targets to effectively balance Whistler's resort and community capacity while protecting Whistler's unique sense of place and meeting the community's long term needs;
  - ii. Provide input to long term strategy development for community and land use planning activities within the municipal boundaries;
  - iii. Provide strategic input for potential amendments to the OCP and major development projects being considered in the RMOW.

### 2 PURPOSE OF THE STRATEGIC PLANNING COMMITTEE

The following outline the purpose of the Strategic Planning Committee:

- a) Understand and seek to collaboratively implement Whistler's Vision and Official Community Plan (OCP), as may be amended from time to time;
- b) Assist in the proactive development of strategies to manage the resort's activities within established targets and in alignment with the OCP;
- c) Participate in an ongoing process designed to identify and consider strategic land use issues and opportunities, and provide advice to Council specifically on the following:
  - i. Management of RMOW owned lands taking into consideration community values, carrying capacity and preservation needs;
  - ii. The extent to which Whistler's long term housing needs may be met, consistent with growth management policies, while considering the financial implications, associated risks and other factors;
  - iii. Institutional facility and services needs assessment to support longer term community needs such as schools, medical and health, childcare and recreation;
  - iv. Evaluation of existing and approved future development potential;

- v. Potential major amendments of the OCP or major development applications. It is noted that any SPC advice to Council on any major development application requires the applicant to be given the opportunity to make representations to the Committee – as per s461 (8) of the Local Government Act.
- d) Ensure consideration, and seek to integrate the work, of other relevant committees including the Economic Partnership Initiative Committee, Transportation Advisory Group and others;
- e) Consider other additional items, as relevant, in line with 2 a) – e) above;
- f) Meet regularly to consider the implications of the above, and to develop strategic advice to Council or other relevant organizations, to best leverage the community's collective resources toward achieving goals outlined within the OCP.

### 3 DATA & RESEARCH AS BASIS TO INFORM COMMITTEE

The Committee will require a breadth of relevant information to establish a deep understanding of the current state of, as well as possible future demands on, community infrastructure, services and other resources. To ensure the Committee's considerations and recommendations are founded on facts, they will:

- a) Establish a base set of metrics that articulate the current capacity and state of built environment across the municipality, and capture the inherent characterization of Whistler's unique sense of place and mountain culture, to develop a common understanding of performance towards the community's vision and goals (e.g. average daily population, visitation and occupancy trends, sector capacity and associated employment needs, labour supply, traffic congestion, infrastructure and services capacity, and others);
- b) Review scenario planning for potential eventualities relating to capacity thresholds to proactively manage the resort experience for residents and visitors, considering business cycles and influence of external factors that are outside the resort's direct control;
- c) Determine appropriate long term targets for the metrics established in ii) above, that will inform future decision making by Council and support the achievement of long term goals as identified in the OCP;
- d) Identify any other additional data needs and make recommendations to Council, relevant SPC members or other appropriate organizations, as to key studies, research and reporting that may be required to collectively inform the SPC, Council and the public, and upon which may form the basis for Council to make key decisions;
- e) Review key current and anticipated land characteristics, capacity and utilization, when evaluating needs, challenges and opportunities for the resort community of Whistler.

### 4 GUIDING PRINCIPLES

Guiding Principles to be followed throughout the SPC process:

- a) Encourage progressive long-term thinking for the benefit of the resort community as a whole, in line with Whistler's Community Vision and OCP;
- b) Inform community planning and land use management to achieve the goals of the Community Vision and OCP;
- c) Consider risks and effective adaptation to changing and potential future external conditions;
- d) Include resort community stakeholders and the community at large in community planning;

- e) Effective and collaborative partnerships strategically support resort community goals;
- f) Ensure balanced and effective use of limited financial, social and natural resources;
- g) Acknowledge the limitations and scarcity of the community's natural areas and resources, and benefits of retaining land for future generations, while also recognizing the multiple demands being placed on public lands;
- h) Big ideas are researched, analyzed and considered;
- i) All strategic input and recommendations are based on analysis of best available information to support evidence based decision making.

## 5 COMPOSITION OF THE SPC

- a) The composition of the SPC is as follows:
  - i. Mayor of Whistler Council
  - ii. Two representatives from Whistler Council
  - iii. Five Member(s)-at-Large with skills and/or experiences in the following areas:
    - a. Community Planning and Development in multiple progressive jurisdictions;
    - b. Extensive community involvement;
    - c. Other - to be determined from time to time (dependent on SPC focus during the upcoming term);
  - iv. RMOW Chief Administrative Officer
  - v. RMOW General Manager, Resort Experience
  - vi. RMOW Planning Director
- b) Chair of the SPC will be the Mayor of Whistler Council or designate
- c) Committee facilitation / lead will be RMOW Manager, Economic Development
- d) Secretary of the SPC will be RMOW Economic Development department
- e) Members are appointed by Council and any changes to the participation on the SPC will be approved by Council

## 6 TERM

### 6.1 Committee Member

- a) Member-at-large roles will be appointed for a term of two years, with the option for reappointment for a further term at Council discretion.

## 7 MEETING PROCEDURES

### 7.1 Strategic Planning Committee

- a) The proceedings of the Committee will follow the Community Charter and will be of a working session format based on the agreed upon meeting agenda, with minutes circulated to SPC members following each meeting and adopted at the subsequent SPC meeting.

## 8 MEETINGS

### 8.1 Strategic Planning Committee

- a) The SPC will meet:
  - i. On a schedule determined at the first formal meeting of the SPC
  - ii. By providing at least seven days' notice to each member (notice of meeting may be waived by the consent of the majority of the SPC)

## 9 QUORUM

- a) Six members of the Committee shall constitute quorum
- b) Recommendations of the SPC shall be made by consensus of members in attendance at a meeting, provided a quorum is present at the meeting

## 10 REPORTING

- a) The SPC will provide regular updates to Council and the public to ensure a high level of community support and engagement with both the SPC process as well as key products (reports/draft plans etc.) produced by the SPC.
- b) Make recommendations to RMOW and Council with respect to OCP planning and management and other related strategic land use initiatives as defined by 2 above.

## 11 CONFLICT OF INTEREST

- a) SPC participants are expected to adhere to standard conflict of interest policies
- b) Council members must adhere to the RMOW's conflict of interest policies consistent with Council Policy A-21.

## 12 CODE OF CONDUCT

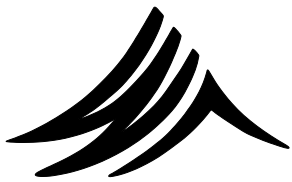
- a) Each participant of the SPC must at all times fully comply with applicable federal, provincial and municipal laws and should avoid any situation, which could be perceived as improper or unethical.
- b) All participants are expected to be sufficiently familiar with any legislation and bylaws that apply to their position on the SPC.
- c) All participants will ensure that the confidentiality of confidential information is maintained.

- d) All participants must not engage in any financial transactions, contracts, or private arrangements for personal profit, which accrue from or are based upon confidential or non-public information, which the member gains by reason of his/her position as a participant on the SPC.
- e) Confidential information that members receive through their position on the SPC must not be divulged to anyone other than persons who are authorized by Council to receive the information. A member of the SPC must not use information that is gained due to his or her position or authority, which is not available to the general public, in order to further the participant's private interest. Participants must not offer such information to spouses, associates, immediate family, related persons, friends, or persons with whom the member is connected by frequent or close association.

## **13 ADMINISTRATIVE DUTIES AND RESPONSIBILITIES**

The RMOW will be primarily responsible to provide administrative support to the SPC including:

- a) Prepare the agenda for each meeting
- b) Keep the minutes of all meetings and proceedings. Minutes will list meeting attendees, a general summary of discussions, resolutions of the Committee and next steps
- c) Provide each participant with notice of meetings and the agenda for the meeting
- d) Provide each participant with a copy of the minutes
- e) On behalf of the SPC, receive all correspondence, write all letters and communiques, and carry out duties typically performed by a secretary



# WHISTLER

## REPORT | ADMINISTRATIVE REPORT TO COUNCIL

**PRESENTED:** May 28, 2019  
**FROM:** Corporate and Community Services  
**SUBJECT:** AMENDMENTS TO COUNCIL POLICY D-3: FIRE PREVENTION INSPECTION FREQUENCY  
**REPORT:** 19-072  
**FILE:** D-3

### COMMENT/RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

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

### RECOMMENDATION

**That** Council adopt Council Policy D-3: *Fire Prevention Inspection Frequency* as amended and attached as Appendix “A” to Administrative Report to Council No. 19-072.

### REFERENCES

Appendix “A” – Council Policy D-3: *Fire Prevention Inspection Frequency*  
Appendix “B” – Operational Guideline 5.05.01: *Administration: Fire Prevention: Frequency of Inspections*.

### PURPOSE OF REPORT

The purpose of this Report is to present amendments to Council Policy D-3: *Fire Prevention Inspection Frequency* and to ask Council to approve Council Policy D-3: *Fire Prevention Inspection Frequency* as amended (attached as Appendix “A”). The proposed amendments reflect the fire prevention inspection frequency as outlined in Operational Guideline 5.05.01: *Administration: Fire Prevention: Frequency of Inspections* and as required under the *Fire Services Act* RSBC 1996, Chapter 144.

### DISCUSSION

The Whistler Fire Rescue Service shall ensure that all public buildings required to have a fire prevention inspection under the *Fire Services Act*, RSBC 1996, Chapter 144, shall have a regular system of fire prevention inspections at regular intervals as the Authority Having Jurisdiction (AHJ).

The previous bylaw indicated that fire prevention inspections were to be completed on an annual basis. The proposed amendments now reflect the legislation as stated in the *Fire Services Act* [RSBC 1996] CHAPTER 144; Municipal duty to inspect hotels and public buildings:

26 (1) A municipal council must provide for a regular system of inspection of hotels and public buildings in the municipality.

This language and inspection frequency is consistent with other Municipalities in the Metro Vancouver area.

**OTHER POLICY CONSIDERATIONS**

None

**BUDGET CONSIDERATIONS**

None

**COMMUNITY ENGAGEMENT AND CONSULTATION**

None

**SUMMARY**

Hotels and Public buildings within the Municipality will be inspected on a regular schedule as defined by the *Fire Services Act* and Operational Guideline 5.05.01 Administration: *Fire Prevention: Frequency of Inspections*.

Respectfully submitted,

John McKearney  
FIRE CHIEF

for  
Ted Battiston  
GENERAL MANAGER OF CORPORATE AND COMMUNITY SERVICES



**THE RESORT MUNICIPALITY OF WHISTLER  
COUNCIL POLICY**

<b>POLICY NUMBER:</b>	<b>D-3</b>	<b>DATE OF RESOLUTION:</b>	<b>MAY 20, 2003</b>
		<b>AMENDED:</b>	<b>MAY 28, 2019</b>
<b>NAME: FIRE PREVENTION INSPECTION FREQUENCY POLICY</b>			

## **1.0 SCOPE OF POLICY**

Applies to all members of the Fire Rescue Service who may be authorized to carry out fire prevention inspections under the authority of the Fire Services Act, RSBC 1996, Chapter 144 or the Fire Protection and Fire Works Bylaw 2046, 2014.

## **2.0 OBJECTIVE**

To establish a regular system of fire prevention inspections as required by Part 1, Section 26 of the Fire Services Act, RSBC 1996, Chapter 144.

## **3.0 GUIDING PRINCIPLES**

The guiding principles of this policy shall be meeting the requirements of the Fire Services Act, RSBC 1996, Chapter 144 in an effective and efficient manner in order to ensure the safety of the occupants of hotels and public buildings.

## **4.0 PROCEDURE**

The Fire Rescue Service shall ensure that all hotels and public buildings required to have a fire prevention inspection under the Fire Services Act, RSBC 1996, Chapter 144 shall have a fire prevention inspection at a regular interval as the authority having jurisdiction (AHJ) as set by the Fire Chief and/or designate.

Certified Correct:

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W. Faris  
Acting Municipal Clerk



# OPERATIONAL GUIDELINE

<b>WHISTLER FIRE RESCUE SERVICE</b>	<b>O.G.# 5.05.01</b>
<b>TITLE: ADMINISTRATION: FIRE PREVENTION</b>	<b>Page 1 of 1</b>

## 5.05.01 FREQUENCY OF INSPECTIONS

**PURPOSE:** To provide a guideline for the frequency of inspection for public and commercial occupancies in the Municipality.

**SCOPE:** All Fire Rescue Service career personnel.

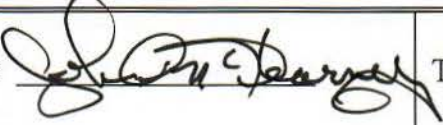
**POLICY:** Career company officers and fire fighter/inspectors will conduct inspections as scheduled by the Assistant Chief responsible for Fire Prevention.

### PROCEDURE:

1. Public buildings within the Municipality, as defined by the Fire Services Act, will be inspected on a regular schedule.
2. Occupancies will be classified as defined by the BC Fire Code and will be inspected at intervals determined by the Fire Chief and/or designate as the authority having jurisdiction (AHJ) and Council Policy number D-3.

### REFERENCE:

Fire Services Act  
BC Fire Code  
Council Policy D-3

Signature of Fire Chief: 	This O.G. Replaces: <u>5.05.01</u>
Date of Issue: <u>APRIL 25, 2019</u>	Issued on: <u>January 5, 2004</u>



# WHISTLER

## REPORT | ADMINISTRATIVE REPORT TO COUNCIL

**PRESENTED:** May 28, 2019 **REPORT:** 19-073  
**FROM:** Corporate and Community Services **FILE:** D-4  
**SUBJECT:** AMENDMENT TO COUNCIL POLICY D-4: FIRE RESCUE SERVICE OPERATIONS  
DRUG LABS OR GROW OPERATIONS

### COMMENT/RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

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

### RECOMMENDATION

**That** Council adopt Council Policy D-4: *Fire Rescue Service Operations, Drug Labs or Grow Operations* as amended and attached as Appendix “A” to Administrative Report to Council No. 19-073.

### REFERENCES

Appendix “A” – Council Policy D-4: *Fire Rescue Service Operations Drug Labs or Grow Operations*  
Appendix “B” – Operational Guideline 2.16.17: *Operations: Fire Suppression: Drug Labs or Grow Operations*

### PURPOSE OF REPORT

The purpose of this Report is to present amendments to Council Policy D-4: *Fire Rescue Service Operations, Drug Labs or Grow Operations* and to ask Council to approve corrected Council Policy D-4: *Fire Rescue Service Operations, Drug Labs or Grow Operations* as amended (attached as Appendix “A”).

### DISCUSSION

Upon a review of Council Policy D-4, it was noticed that the number sequence stated in Council Policy D-4, incorrectly referenced Operational Guideline as 2.17.16: *Operations: Fire Suppression: Drug Labs or Grow Operations*.

The proposed amendments now reflect the correct Operation Guideline Policy number as per Whistler Fire Rescue Service’s Operational Guidelines 2.16.17: *Operations: Fire Suppression: Drug Labs or Grow Operations*.

### OTHER POLICY CONSIDERATIONS

None

### BUDGET CONSIDERATIONS

None

## **COMMUNITY ENGAGEMENT AND CONSULTATION**

None

### **SUMMARY**

Staff is seeking to have Mayor and Council adopt the correction to Council Policy D-4: *Fire Rescue Service Operations, Drug Labs or Grow Operations*.

Respectfully submitted,

John McKearney  
FIRE CHIEF

for  
Ted Battiston  
GENERAL MANAGER OF CORPORATE AND COMMUNITY SERVICES



**THE RESORT MUNICIPALITY OF WHISTLER  
COUNCIL POLICY**

<b>POLICY NUMBER:</b>	<b>D-4</b>	<b>DATE OF RESOLUTION:</b>	<b>MAY 20, 2003</b>
		<b>AMENDED:</b>	<b>MAY 28, 2019</b>
<b>NAME: FIRE RESCUE SERVICE OPERATIONS DRUG LABS OR “GROW” OPERATIONS</b>			

### **1.0 SCOPE OF POLICY**

Applies to all members of the Fire Rescue Service who may encounter drug labs or “grow” operations during the course of their duties in extinguishing structure fires.

### **2.0 OBJECTIVE**

To protect fire fighters from injury as a result of chemicals found in drug labs and hazardous electrical installations found in “grow” operations.

### **3.0 GUIDING PRINCIPLES**

The guiding principal shall be the safety of fire fighters during Fire Rescue Service emergency operations.

### **4.0 PROCEDURE**

The Fire Rescue Service shall follow the procedure as defined by the Whistler Fire Rescue Service Operational Guideline 2.16.17 Drug Labs or “Grow” Operations and attached to and forming part of Council Policy D-4.

Certified Correct:

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W. Faris  
Acting Municipal Clerk

## OPERATIONAL GUIDELINE

<b>WHISTLER FIRE RESCUE SERVICE</b>	<b>O.G.# 2.16.17</b>
<b>TITLE: OPERATIONS: FIRE SUPPRESSION</b>	<b>Page 1 of 3</b>

### 2.16.17 DRUG LABS OR “GROW” OPERATIONS

**PURPOSE:** To ensure the safety of all personnel when dealing with incidents involving drug labs or “grow” operations.

**SCOPE:** Applies to all Fire Rescue Service personnel.

**POLICY:** Upon discovery of a drug lab or “grow” operation, appropriate Fire Rescue Service operations will be employed to minimize the health and safety risk to personnel.

**PROCEDURE:**

1. **Prior to entry** – If the structure is identified as a drug lab or “grow” operation, the priority is to eliminate or minimize hazards to personnel. An exterior attack should be used providing the Incident Commander has determined that rescue is not required. Should rescue be required, all health and safety precautions must be taken and immediate withdrawal shall occur after the rescue is completed.
2. **After entry** – If the structure is identified as a drug lab or “grow” operation after initial fire fighter entry, then all personnel will withdraw and an exterior attack will be implemented. This is providing the Incident Commander has determined that rescue is not required. Should rescue be required, all health and safety precautions must be taken and immediate withdrawal shall occur after the rescue is completed.
3. The Incident Commander will have B.C. Hydro cut all power to the building at the hydro pole. All other utilities will be shut-off.
4. In the case of a “grow” operation, once the hydro is disconnected and all utilities have been shut-off, crews will re-enter the structure for extinguishment and overhaul, if deemed safe and appropriate by the Incident Commander. If at anytime interior crews become concerned about safety they will withdraw and continue with an exterior attack.

Note: There will be no re-entry in the case of a confirmed drug lab.



## OPERATIONAL GUIDELINE

WHISTLER FIRE RESCUE SERVICE	O.G.# 2.16.17
TITLE: OPERATIONS: FIRE SUPPRESSION	Page 2 of 3

### 2.16.17 DRUG LABS OR “GROW” OPERATIONS

5. The Incident Commander shall notify the RCMP immediately.
6. When the incident involving a drug lab or “grow” operations does not involve fire, it must be recognized that many of the same hazards still exist; therefore, the same precautions must be taken.

#### INDICATORS:

Indicators of a drug lab or “grow” operation:

1. **Covered windows** – covered with black plastic, heavy curtains pressed against windows or blinds that are tightly shut and pressed against windows to prevent any light from escaping, and to prevent outside light from interrupting the artificial light cycles. Note: some cultivators will camouflage windows.
2. **Condensation** – humidity inside a grow room is approximately 65%, with temperatures ranging from 27 to 35 degrees celsius and these conditions manifest themselves through condensation on the inside of windows.
3. **Smell** – marijuana can best be described as the unique smell of rotting cabbage or skunk-like odor mixed with a sweet vegetative smell.
4. **Sounds of electrical humming, fans, trickling water** – some of the components of an indoor operation, such as transformers, create humming sounds. Also listen for fans, trickling water and watch for poor electrical installations.
5. **Bright lights** – high intensity 1000 watt lamps are used and are not always disguised.
6. **Discarded equipment** – may include nutrient containers, pots, wiring, etc. High unkept grass and brush may also be apparent.
7. **“Beware of Dog” signs or guard dogs** – may be on the property or in the premises.

## OPERATIONAL GUIDELINE

WHISTLER FIRE RESCUE SERVICE	O.G.# 2.16.17
TITLE: OPERATIONS: FIRE SUPPRESSION	Page 3 of 3

### 2.16.17 DRUG LABS OR “GROW” OPERATIONS

8. **Rental accommodation** – usually the preferred option because of the damage caused to the structure.
9. **Booby traps** – acid throws, nail beds, falling floors, guns and ammunition, grenades and vicious dogs are all items that could be confronted.
10. **None of the above** – may be present at all; therefore, awareness at all times is imperative.

#### Note:

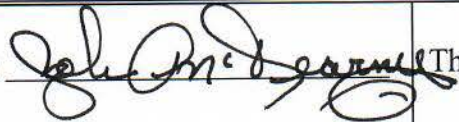
Effective October 17, 2018 Cannabis is legal under the Cannabis Act.

Individuals can grow up to 4 Cannabis plants per residence for personal use. Currently, there are not limits on how much Cannabis product can be stored at a residence.

If you suspect illegal activity contact the RCMP.

#### REFERENCE:

Council Policy D-4 Fire Service Operations, Drug Labs and “Grow Operations”

Signature of Fire Chief: 	This O.G. Replaces: <u>2.16.17</u>
Date of Issue: <u>April 25, 2019</u>	Issued on: <u>June 13, 2003</u>



# WHISTLER

## MINUTES

### REGULAR MEETING OF EMERGENCY PLANNING COMMITTEE THURSDAY, SEPTEMBER 27 2018, STARTING AT 2:30 P.M.

In the Flute Room  
4325 Blackcomb Way, Whistler, BC V0N 1B4

#### Present

Acting Chair, RMOW CAO, Mike Furey  
RMOW General Manager of Corporate & Community Services, Ted Battiston  
RMOW General Manager of Resort Experience, Jan Jansen  
Acting RMOW Manager of Protective Services, Lindsay DeBou  
RMOW Emergency Program Coordinator, Erin Marriner  
RMOW Fire Chief, Chris Nelson  
Councilor, Sue Maxwell  
RCMP Staff Sergeant, Paul Hayes  
RMOW Emergency Social Services Coordinator, Ryan Donohue  
School District #48, Ian Currie  
RMOW General Manager of Infrastructure Services, James Hallisey (2:38pm)

#### Regrets

Chair, RMOW Mayor, Nancy Wilhelm Morden  
BC Emergency Health Services, Bill MacDonald  
Whistler Blackcomb Safety Manager, Kira Cailles  
Search and Rescue Society, Tony DelBosco  
BC Health Emergency Management, Vacant  
Blackcomb Aviation, Steve Gray  
Whistler Transit Ltd., Steve Antil

RMOW Recording Secretary, Evangeline Cannon

#### ADOPTION OF AGENDA

Moved by L. DeBou  
Carried by E. Marriner

**That** the Emergency Planning Committee adopt the Emergency Planning Committee agenda of Sept 27, 2018.

**CARRIED**

#### ADOPTION OF MINUTES

Moved by E. Marriner  
Carried by L. DeBou

**That** the Emergency Planning Committee adopt the Regular Emergency Planning Committee minutes of April 3, 2018.

**CARRIED**



## PRESENTATIONS/DELEGATIONS

### Emergency Planning Committee Representative Updates

Update of RMOW staff changes that have led to changes in Emergency Planning Committee representatives.

### Mass Notification System

A presentation of software is provided by Connect Rocket Community, a subscription based public mass notification system that will enable the RMOW to quickly notify and provide updates to residents, businesses, and visitors in an emergency. R. Donohue followed up with a brief refresher on Connect Rocket, use and offerings. A discussion was held.

**That** the Emergency Planning Committee request staff to include the annual subscription cost of Connect Rocket Community in the 2019 emergency program operating budget.

Moved by J. Hallisey  
Seconded by L. DeBou

**CARRIED**

### Vancouver Coastal Health Emergency Planning Committee Representative

E. Marriner provided an update on the Vancouver Coastal Health (VCH) Emergency Planning Committee representative and put forward a recommendation that a local VCH representative is invited to join the Committee on behalf of VCH in the hopes of encouraging VCH attendance at Emergency Planning Committee meetings and building relationships with the Whistler Health Care Centre. A discussion was held.

**That** the Emergency Planning Committee request staff to invite a Whistler Health Care Centre representative to represent VCH on the Emergency Planning Committee.

Moved by L. DeBou  
Second by E. Marriner.

**CARRIED**

### Sea to Sky Multimodal Evacuation Plan

E. Marriner provided an update on the Sea to Sky Multimodal Evacuation Plan and a specific update on the use of rail in a mass evacuation.

**That** the Emergency Planning Committee send a letter to Becky Denlinger, Minister of Public Safety and Solicitor General requesting that Emergency Management British Columbia enter into an agreement with CN Rail to allow RMOW and DOS use of their rail tracks in an emergency.

M. Furey offered to have the letter sent on his behalf.

Moved by S. Maxwell  
Second by J. Hallisey.

**CARRIED**

R. Donohue provided an overview of the Inter-agency Communication Workshop held on Monday, September 24, 2018 and the outcomes from the meeting. BC

Inter-agency  
Communication  
Planning Workshop

Communications is evaluating the Combined Events radio channel for viability as an inter-agency radio channel. A quote will be provided.

**OTHER BUSINESS**

No other business at this time.


**Motion to Adjourn**

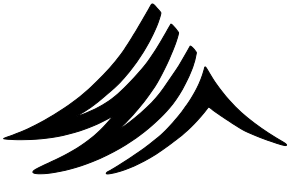
Moved by L. DeBou  
Seconded by E. Marriner

**CARRIED**

**ADJOURNMENT 4:30 P.M.**

  
\_\_\_\_\_  
CHAIR: RMOW CAO, Mike Furey

  
\_\_\_\_\_  
RECORDING SECRETARY: ERIN MARRINER



# WHISTLER

## MINUTES

### REGULAR MEETING OF WHISTLER BEAR ADVISORY COMMITTEE WEDNESDAY, APRIL 10, 2019, STARTING AT 8:30 A.M.

**In the Decker Room  
8020 Nesters Road, Whistler, BC V8E 0G4**

#### PRESENT:

Co-Chair, RMOW, H. Beresford  
Co-Chair. AWARE/C2C Grizzly Bear Initiative, C. Ruddy  
RMOW Bylaw Services, J. Pineda  
Member at Large, I. Minic-Lucak  
Conservation Officer Services, B. Mueller  
Member at Large, M. Toom

Recording Secretary, L. Harrison

#### REGRETS:

Get Bear Smart Society  
RCMP, R. Knapton  
GFL Environmental, D. Imbeau  
RMOW Council, A. DeJong

#### ADOPTION OF AGENDA

Moved by B. Mueller  
Seconded by I. Minic-Lucak

**That** Whistler Bear Advisory Committee adopt the Whistler Bear Advisory Committee Agenda of April 10, 2019.

CARRIED

#### ADOPTION OF MINUTES

Moved by J. Pineda  
Seconded by H. Beresford

**That** Whistler Bear Advisory Committee adopt the Regular Whistler Bear Advisory Committee Minutes of March 13, 2019.

CARRIED

## PRESENTATIONS/DELEGATIONS

### Updates

Conservation Officer Service	<p>A presentation by B. Mueller was given regarding Conservation Officer Service activities and a discussion was held.</p> <ul style="list-style-type: none"><li>• One call in Whistler about a bear.</li><li>• Issue with dogs chasing bears on the golf courses.</li></ul> <p>ACTION: L. Harrison to look into temporary signs to put on the golf courses about keeping dogs on leash.</p> <p><i>M. Toom arrived at 8:40 am</i></p>
RMOW Bylaw Services	<p>A presentation by J. Pineda was given regarding RMOW Bylaw Services activities and a discussion was held.</p> <ul style="list-style-type: none"><li>• Received two calls related to garbage disposal issues. Pushing for locks on garbage disposal room.</li><li>• No calls regarding wildlife in the last month.</li></ul>
AWARE/C2C	<p>A presentation by C. Ruddy was given regarding AWARE/C2C activities and a discussion was held.</p> <ul style="list-style-type: none"><li>• C2C is planning a grizzly bear awareness presentation for backcountry users.</li><li>• C2C is willing to fund Dr. Lana Ciarniello, human-bear conflict expert, to review the Grizzly Bear Management Plan.</li><li>• AWARE is hosting a 30<sup>th</sup> anniversary celebration on April 22<sup>nd</sup>.</li></ul>
RMOW Environmental Stewardship	<p>A presentation by L. Harrison was given regarding RMOW Environmental Stewardship activities and a discussion was held.</p> <ul style="list-style-type: none"><li>• First bear video for public education has been released on Facebook and Instagram and it has received many views.</li><li>• Developing a 1-pager for property managers to provide to their guests about managing attractants. Aiming to work with the property managers to ensure their buildings are free of attractants.</li><li>• Developing a series of guidelines regarding biking and bears for adventure operators to provide to their guests.</li></ul> <p><i>A. Oja and L. Russel arrived at 9:00 am</i></p>
Grizzly Bear Management Plan	<p>A presentation by H. Beresford, L. Russel and A. Oja was given on the final Grizzly Bear Alpine Trails Management Plan and a discussion was held.</p> <ul style="list-style-type: none"><li>• Plan created to manage alpine trails to avoid encounters and ensure trail use doesn't impact grizzly habitat.</li><li>• Plan being brought to council on April 16<sup>th</sup> before going out for further consultation.</li></ul>

Commercial Bear  
Viewing Best  
Practice

A presentation by K. McRae from the Commercial Bear Viewing Association was given on the Commercial Viewing Association and their best practices.

- COS has a number of concerns about the best practices document specifically regarding minimum distances to keep between humans and bears. B. Mueller is going to work with K. McRae to develop a best practices document specifically for the Sea to Sky region.
- Whistler is going to require that bear viewing companies are a member of the Commercial Bear Viewing association and that best practices are followed. WBAC will work with bylaw to ensure that this can be enforced. K. Creery from bylaw to do a presentation at the July meeting.

**OTHER BUSINESS**

Reviewed status of past actions

Action	Meeting Date	Status
Bears 1-pager for rental properties and new home owners.	February	L. Harrison going to send document out to WBAC for review.
Look into permitting for bear viewing tours and removing permits if operators are not operating under a set of guidelines that keeps bears and people safe.	May	Business Regulation Bylaw is currently being rewritten and the change may allow RMOW to revoke business licenses to people who are not following laws. Complete for now but review once the bylaw is rewritten.
Talk to Tourism Whistler and all of the golf courses about promoting safe bear viewing practices.	June/July	Underway. Golf courses have been contacted about interpretive signs and are not interested in permanent signs. L. Harrison to reach out about temporary signs regarding bears and dogs.
Create protocol for trail closures	September	Underway. H. Beresford to finish.
Look into where bikers are being heli-dropped and what information regarding bear safety they are receiving.	September	L. Harrison to send out a biking and bears document to WBAC for review.
C. Baker to request a presentation on the Business Regulation Bylaw update.	November	C. Baker has confirmed it is possible when WBAC is ready for presentation. Planning to schedule this for the July meeting.
Look at options to collect unused bear sprays left by tourists and donate to WCSS or other.	December	T. Macdougall at WCSS has agreed to take unused Bear spray. H. Williamson to add to May agenda to discuss program plan.
Review Bylaw's Illegal camping pamphlet, update to include bear messaging.	December	A. Sefton to action. In progress.

MINUTES

Regular Whistler Bear Advisory Committee Meeting

April 10, 2019

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**MOTION TO TERMINATE**

Moved by B. Mueller

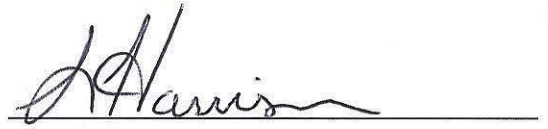
Seconded by J. Pineda

**That** the Whistler Bear Advisory Committee Meeting of April 10, 2019 be terminated at 10:30 a.m.

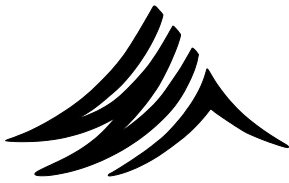
CARRIED

A blue ink signature, appearing to be 'C. Ruddy', written over a horizontal line.

Chair, Claire Ruddy

A black ink signature, appearing to be 'L. Harrison', written over a horizontal line.

Recording Secretary, Lauren Harrison



# WHISTLER

## MINUTES

### REGULAR MEETING OF FOREST AND WILDLAND ADVISORY COMMITTEE

April 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: 4
<b>Present:</b>	
AWARE, Claire Ruddy, Chair	4
Member at Large, Derek Bonin, Co-Chair	4
Member at Large, David Powe	3
Member at Large, John Hammons	4
Member at Large, Colin Rankin	3
Member at Large, Melanie Tardif	3
Recording Secretary, Heather Beresford	4
<b>Regrets:</b>	
Councilor, Arthur DeJong	3
Member at Large, Kathi Bridge	2
Member at Large, Mac Lowry	1
WORCA, Matt Cooper	0
Member at Large, Trevor Burton	1

#### ADOPTION OF AGENDA

Moved by D. Bonin

Seconded by M. Tardif

**That** the Forest and Wildland Advisory Committee adopt the Forest and Wildland Advisory Committee Agenda of April 10, 2019 as amended.

CARRIED

#### ADOPTION OF MINUTES

Moved by J. Hammons

Seconded by M. Tardif

**That** the Forest and Wildland Advisory Committee adopt the Forest and Wildland Advisory Committee Minutes of March 13, 2019.

CARRIED

## PRESENTATIONS/DELEGATIONS

### Updates

#### Council:

- N/A

#### AWARE:

- 30<sup>th</sup> anniversary on April 22 at SLCC
- Organizing a Coast to Cascades Grizzly Bear event – focus is on backcountry recreation

#### WORCA:

- N/A

#### RMOW:

- RMOW, Conservation Officer Service and Recreation Sites & Trails BC are collaborating on a grizzly bear conflict mitigation plan for Whistler alpine trails. Ready for 2019 summer season.
- Developing medium range wildfire mitigation plan with Blackwell
- Wildfire fuel thinning prescription in development for Rainbow area
- Interviewing Climate Change Coordinator applicants next week

#### Cheakamus Community Forest:

- Fuel thinning underway on Cheakamus Lake Road which will be closed until spring 2019.
- Carbon audit and verification moving ahead. Complete by autumn.

Rotary Club will upgrade Riparian Trail in Whistler Interpretive Forest this summer with Whistler Blackcomb Foundation funding.

### Bear Risk Assessment

A presentation by Annie Oja, Parks Planner, was given regarding the Wind River Bear Institute's bear risk assessment and a discussion was held.

- The RMOW hired Wind River Bear Institute (Canada) in 2018 to complete a bear risk assessment (BRA) on the Sproatt Mountain alpine trails.
- BRA considers habitat quality, attractant management, and other factors to identify risks and recommend mitigation techniques
- Assessed trail alignments, viewpoints, rest areas and campgrounds (existing and contemplated)
- Habitat quality, visibility, human use and bear sign were scored and weighted
- Recommendations: proactive management planning; managing attractants; mitigating low visibility; education; expanding the Alpine Ranger program; further research.
- All recommendations included in Grizzly Bear-Human Conflict Mitigation Plan
- Next steps: 2019 bear risk assessments on Skywalk trail network including Kevin's Home Run, Rainbow's End, South Flank Trail and Trail 21 (Pot of Gold) meadow re-route



Discussion regarding:

- Proposed plans: no new trails or campsites are going ahead. Finishing work started in 2018. Will have increased monitoring and public education, conduct further bear risk assessments.
- How staff will use the scoring to determine where risks are too high and changes are required
- Responsibility and opportunities for collecting more data and possibly increasing the number of bears collared. RMOW is investing in cameras.
- Province could do more research on bears and their habitat.
- RMOW must take responsibility for its trails and the effects on grizzly bears and other wildlife, and habitat.

Grizzly Bear Conflict Mitigation Plan

A presentation by Heather Beresford, Environmental Stewardship Manager, was given regarding the alpine trails Grizzly Bear-Human Conflict Mitigation Plan and a discussion was held.

- Discussed planning process; team members, vision
- Objectives:
  - Identify actions to minimize human interactions with grizzly bear on alpine trails
  - Identify actions to minimize impacts of recreation trail use on grizzly bear habitat and use patterns; and
  - Develop a response plan
- Alpine area divided into 3 zones to facilitate management efforts and response
- Conflict Mitigation Strategies in four areas: public education and communication; planning and trail modifications; enforcement and restrictions; Alpine Trail Ranger Program
- Grizzly Bear Response Plan identifies scenarios, lead response agency, communication responses and actions.

Discussion regarding:

- 2019 alpine trails work program
- Alpine Trail Ranger program – three people with increased presence; July 1 – October 1; 7 days per week coverage between the trails
- Zones approach – plan should state objectives/management guidance by zone
- Enforcement – Rangers focus on education and data collection, no authority to enforce regulations or bylaws but will turn around dogs on Rainbow Trail, etc. Will call RSTBC if enforcement necessary.
- Consider creating zones based on bear habitat or BEC zones
- Commercial recreation tenures – goal is to have province manage adjacent operators under the same plan
- Mitigation strategies organization – consider organizing according to proactive and reactive strategies. Identify priorities and key management directions more.
- Limiting numbers of users and controlling access – Access is hard to control because of multiple entry points and area is not a provincial or federal park with clear boundaries, rules and enforcement staff. Alpine

Rangers will collect information to identify "hot spots" so management can adapt.

- Staff to review written comments provided by John Hammons, Colin Rankin and Claire Ruddy.
- Disclaimer seems out of place and tone seems defensive.
- Add clear recommendation to ask province to complete a Grizzly Bear recovery plan
- Plan is still "trail heavy" rather than grizzly bear-centric
- Add information on the four Grizzly Bear Units in relation to this project area
- Add information about how grizzlies use the habitat and impacts from recreation.
- Bring key grizzly bear population information into executive summary

#### **OTHER BUSINESS**

- Recreation Trails Access Management Plan (RTAMS)
  - Point raised by FWAC that access management typically refers to a broader scope than contemplated with the municipal RTAMS
  - Be cautious of creating new access that later causes a problem.

#### **MOTION TO TERMINATE**

Moved by J. Hammons  
Seconded by D. Bonin

**That** the Forest and Wildland Advisory Committee Meeting of April 10, 2019 be terminated at 5:02 p.m.

CARRIED



Chair, Claire Ruddy



Recording Secretary, Heather  
Beresford

**RESORT MUNICIPALITY OF WHISTLER**

**FIVE-YEAR FINANCIAL PLAN 2019 – 2023 AMENDMENT BYLAW NO. 2240, 2019**

**A BYLAW TO AMEND “FIVE-YEAR FINANCIAL PLAN 2019 – 2023 BYLAW NO. 2225, 2019”**

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**WHEREAS** the Council must have a financial plan pursuant to Section 165 of the *Community Charter*;

**AND WHEREAS** the Council deems it necessary and appropriate to amend the five-year financial plan for the years 2019 to 2023;

**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 “Five-Year Financial Plan 2019 – 2023 Amendment Bylaw No. 2240, 2019”.
2. Schedules “A” and “B” of the “Five-Year Financial Plan 2019 – 2023 Bylaw No. 2225, 2019” are replaced by Schedules “A” and “B” 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.

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Jack Crompton,  
Mayor

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Wendy Faris,  
Acting Municipal Clerk

I HEREBY CERTIFY that this is a true copy  
of “Five-Year Financial Plan 2019 – 2023  
Amendment Bylaw No. 2240, 2019”.

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Wendy Faris,  
Acting Municipal Clerk

**RESORT MUNICIPALITY OF WHISTLER  
FIVE-YEAR FINANCIAL PLAN 2019 - 2023  
CONSOLIDATED OPERATING SUMMARY**

**BYLAW 2240, 2019  
SCHEDULE A**

	2019	2020	2021	2022	2023
<b>REVENUE</b>					
<b>General Fund</b>					
Property Taxes	39,180,627	40,062,191	40,963,590	41,885,271	42,827,690
Other Property Tax	1,008,200	1,030,885	1,054,079	1,077,796	1,102,047
Government Grants	688,906	700,000	705,000	710,000	715,000
Fees and Charges	11,943,016	12,181,876	12,425,514	12,674,024	12,927,505
Investment Income	2,273,900	2,383,900	2,493,900	2,603,900	2,713,900
RMI Grant	6,940,000	6,900,000	6,900,000	6,900,000	6,900,000
MRDT	11,300,000	11,300,000	11,300,000	11,300,000	11,300,000
Works and Service Charges	606,107	600,000	600,000	600,000	600,000
<b>Water Fund</b>					
Parcel Taxes	3,966,915	4,046,253	4,127,178	4,209,722	4,293,916
Fees and Charges	3,017,812	3,078,168	3,139,732	3,202,526	3,266,577
Works and Service Charges	47,500	50,000	50,000	50,000	50,000
<b>Sewer Fund</b>					
Parcel Taxes	4,189,416	4,273,204	4,358,668	4,445,842	4,534,759
Fees and Charges	3,873,417	3,950,885	4,029,903	4,110,501	4,192,711
Works and Service Charges	198,770	200,000	200,000	200,000	200,000
<b>Solid Waste Fund</b>					
Fees and Charges	5,898,154	6,016,117	6,136,439	6,259,168	6,384,352
Government Grants	481,000	480,000	485,000	490,000	495,000
	<b>95,613,740</b>	<b>97,253,480</b>	<b>98,969,005</b>	<b>100,718,751</b>	<b>102,503,455</b>
<b>EXPENDITURE</b>					
<b>General Fund</b>					
Payroll and Goods & Services	53,396,486	55,425,553	57,531,724	59,717,929	61,987,210
Debt Interest & Principal	239,299	239,299	239,299	239,299	239,299
Residents & Partners	7,596,150	7,113,650	7,173,650	7,233,650	7,293,650
Contingency	647,172	658,331	680,954	704,401	728,702
<b>Water Fund</b>					
Payroll and Goods & Services	1,894,138	1,922,550	1,951,388	1,980,659	2,010,369
Debt Interest & Principal	-	-	-	-	-
<b>Sewer Fund</b>					
Payroll and Goods & Services	2,813,851	2,856,059	2,898,900	2,942,383	2,986,519
Debt Interest & Principal	1,370,453	1,370,453	1,370,453	1,210,453	1,210,453
<b>Solid Waste Fund</b>					
Payroll and Goods & Services	5,545,774	5,628,961	5,713,395	5,799,096	5,886,082
Debt Interest & Principal	472,255	472,255	472,255	472,255	472,255
	<b>73,975,578</b>	<b>75,687,110</b>	<b>78,032,018</b>	<b>80,300,125</b>	<b>82,814,540</b>

**RESORT MUNICIPALITY OF WHISTLER  
FIVE-YEAR FINANCIAL PLAN 2019 - 2023  
CONSOLIDATED OPERATING SUMMARY**

**BYLAW 2240, 2019  
SCHEDULE A Cont'd**

	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
<b>TRANSFERS TO (FROM )</b>					
<b>OTHER FUNDS / RESERVES</b>					
Interest Paid to Reserves	2,000,000	2,146,090	2,245,044	2,342,468	2,442,957
Recreation Works Charges Reserve	305,350	300,000	300,000	300,000	300,000
Transportation Works Charges Reserve	260,257	250,000	250,000	250,000	250,000
Employee Housing Charges Reserve	-	45,000	45,000	45,000	45,000
RMI Reserve	2,747,590	2,475,000	2,250,000	1,950,000	1,050,000
2% MRDT Reserve	1,865,656	1,350,000	915,000	425,000	318,000
General Capital Reserve	4,716,967	4,787,722	4,859,537	4,932,430	5,006,417
Parking Reserve	-	-	-	-	-
Parkland and ESA Reserve	-	-	-	-	-
Vehicle Replacement Reserve	992,582	1,240,000	1,000,000	1,000,000	1,000,000
General Operating Surplus (Deficit)	-	-	-	-	-
General Operating Reserve	1,454,860	1,575,000	1,575,000	1,575,000	1,575,000
Water Works Charges Reserve	47,500	50,000	50,000	50,000	50,000
Water Capital Reserve	3,180,586	3,228,295	3,276,719	3,325,870	3,375,758
Water Operating Reserve	573,375	581,976	590,706	599,566	608,560
Water Operating Surplus (Deficit)	-	-	-	-	-
Sewer Works Charges Reserve	198,770	200,000	200,000	200,000	200,000
Sewer Capital Reserve	2,016,569	2,046,818	2,077,520	2,108,683	2,140,313
Sewer Operating Reserve	448,568	448,568	448,568	448,568	448,568
Sewer Operating Surplus (Deficit)	-	-	-	-	-
Solid Waste Capital Reserve	861,890	874,818	887,941	901,260	914,779
Solid Waste Operating Reserve	(32,359)	(32,917)	(34,048)	(35,220)	(36,435)
Solid Waste Surplus (Deficit)	-	-	-	-	-
	<b>21,638,162</b>	<b>21,566,370</b>	<b>20,936,987</b>	<b>20,418,625</b>	<b>19,688,916</b>
<b>REVENUE LESS EXPENDITURE AND TRANSFERS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**RESORT MUNICIPALITY OF WHISTLER  
FIVE-YEAR FINANCIAL PLAN 2019 - 2023  
CONSOLIDATED PROJECT SUMMARY**

**BYLAW 2240, 2019  
SCHEDULE B**

	2019	2020	2021	2022	2023
<b>REVENUE AND OTHER SOURCES OF FUNDING</b>					
<b>General Fund</b>					
Government Grants	1,903,110	232,000	250,000	92,500	-
Contribution from Developers	-	-	-	-	-
Equipment disposal proceeds	-	-	-	-	-
WHA construction loan	-	(5,000,000)	-	-	-
Other Contributions	200,000	-	-	-	-
WCSS loan payments	50,000	50,000	50,000	50,000	50,000
<b>Water Fund</b>					
Government Grants	558,659	-	-	-	-
Other Contributions	-	-	-	-	-
<b>Sewer Fund</b>					
Government Grants	-	-	-	-	-
<b>Solid Waste Fund</b>					
Government Grants	390,000	-	-	-	-
	3,101,769	(4,718,000)	300,000	142,500	50,000
<b>EXPENDITURE</b>					
<b>General Fund</b>					
Non-capital Expenditure	2,078,375	1,353,198	624,067	734,751	434,476
Infrastructure Maintenance	14,988,055	12,133,200	6,641,300	4,989,600	3,694,200
Capital Expenditure	10,509,368	3,388,060	2,009,520	2,990,228	2,591,054
WCSS loan	-	-	-	-	-
<b>Water Fund</b>					
Non-capital Expenditure	893,500	957,500	1,698,500	1,794,500	390,500
Infrastructure Maintenance	4,604,000	2,515,000	1,405,000	3,025,000	580,000
Capital Expenditure	5,000	120,000	-	-	-
<b>Sewer Fund</b>					
Non-capital Expenditure	785,000	597,000	827,000	817,000	617,000
Infrastructure Maintenance	5,874,000	3,695,000	4,675,000	3,210,000	2,210,000
Capital Expenditure	570,000	3,140,000	520,000	-	-
<b>Solid Waste Fund</b>					
Non-capital Expenditure	105,000	40,000	40,000	40,000	-
Infrastructure Maintenance	455,891	447,428	422,428	332,428	322,428
Capital Expenditure	630,000	150,000	50,000	-	-
<b>All Funds</b>					
Depreciation	12,346,893	12,746,893	13,146,893	13,546,893	13,946,893
	53,845,082	41,283,280	32,059,708	31,480,400	24,786,551

**RESORT MUNICIPALITY OF WHISTLER  
FIVE-YEAR FINANCIAL PLAN 2019 - 2023  
CONSOLIDATED PROJECT SUMMARY**

**BYLAW 2240, 2019  
SCHEDULE B Cont'd**

	2019	2020	2021	2022	2023
<b>TRANSFERS (TO) FROM OTHER FUNDS (RESERVES)</b>					
RMI Reserve	5,884,780	4,599,480	1,789,480	495,480	369,080
2% MRDT Reserve	1,072,282	701,000	626,000	626,000	620,300
General Capital Reserve	8,705,550	4,328,544	1,500,278	969,779	883,574
Recreation Works Charges	1,156,100	600,000	400,000	600,000	-
Vehicle Replacement Reserve	3,264,813	1,454,916	880,000	2,341,245	1,925,089
Library Reserve	62,000	35,000	60,000	35,000	45,000
General Operating Reserve	2,087,163	1,851,016	1,621,625	1,664,569	1,461,679
Transportation Works Charges	3,240,000	3,072,500	2,147,500	1,890,000	1,415,000
Water Capital Reserve	4,765,341	3,413,125	2,935,000	4,540,000	780,000
Water Operating Reserve	358,500	192,500	183,500	279,500	190,500
Sewer Capital Reserve	6,264,000	6,821,875	5,180,000	3,210,000	2,210,000
Sewer Operating Reserve	785,000	597,000	827,000	817,000	617,000
Solid Waste Capital Reserve	695,891	597,428	472,428	332,428	322,428
Solid Waste Operating Reserve	105,000	40,000	40,000	40,000	-
	38,446,420	28,304,386	18,662,815	17,841,007	10,839,658
<b>ADJUSTMENTS FOR NON CASH ITEMS AND CHANGES TO NET FINANCIAL ASSETS</b>					
Depreciation	12,346,893	12,746,893	13,146,893	13,546,893	13,946,893
WCSS loan	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)
WHA construction loan	-	5,000,000	-	-	-
	12,296,893	17,696,893	13,096,893	13,496,893	13,896,893
<b>REVENUE AND TRANSFERS LESS EXPENDITURE</b>	-	-	-	-	-

**From:** Darren Saul [REDACTED]  
**Sent:** Saturday, May 11, 2019 3:30 PM  
**To:** corporate <[corporate@whistler.ca](mailto:corporate@whistler.ca)>  
**Subject:** Motorcycle Parking

To Mayor and Council,

The purpose of this email is to advocate for more free motorcycle parking in Whistler, in particular at day lots 1-3.

In a world of ever increasing costs and very limited public transport options in the corridor most of us who live outside of Whistler have no choice but to commute via private transport. For some of us that means travelling by motorcycle. Not only is this a highly fuel efficient vehicle but it also takes up a fraction of the space that a truck or car does.

Motorcycle friendly countries across the world do not charge for motorcycle parking, recognizing it is a low cost, efficient and affordable means of transport. Whilst there are a two locations in Whistler that do offer free parking I believe that the day lots could offer sections to motorcyclists also, at no cost and no loss of available lots to big vehicles. Lot 3 is dedicated to over sized vehicles, yet is rarely full to capacity. Same for electric car spots in Lot 1.

You can pretty much squeeze a motorcycle anywhere, any unused space can be used for this purpose.

Please would council consider offering a handful of free motorcycle parking spaces in Lots 1 - 3?

Thank you for your consideration,

Darren Saul

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



**From:** Desmond Kingsford [REDACTED]  
**Sent:** Wednesday, May 15, 2019 4:53 PM  
**To:** corporate <[corporate@whistler.ca](mailto:corporate@whistler.ca)>  
**Cc:** 'Olivia Kingsford' [REDACTED]  
**Subject:** To Mayor and Council, re: Speeding in Alpine Meadows

Dear Mayor and Council,

I am writing regarding the issue of speeding in the Playground zone of Rainbow Drive in Alpine Meadows. My wife, Olivia, was driving along this section at 30km/h yesterday, near to the entrance for Meadow Park playground, when she was overtaken by a truck in the same direction doing 50-60km/h. The fact that there are drivers doing this kind of speed along this section of road is not an isolated incident we observe. As you well know, Alta Lake Road is used as an alternative to the highway, which means Rainbow Drive, a residential area, gets more than its share of traffic that is purely through traffic, and not local. What tends to happen is that cars go from the stop sign with Matterhorn Drive to the speed bump at the end of Rainbow Drive (going south, near to Buckhorn) at 50-60km/h, just slowing down for the speed bumps or the stop sign (if coming north). What is more, the particular section of Rainbow Drive in question is in fact already a playground zone with a speed limit of 30km/h. This is obviously extremely dangerous, particularly given that there are no sidewalks, so pedestrians, often children walking from the school bus drop-off or using Meadow Park playground, are forced to share the road with cars and trucks.

I would propose that the Council can make quite a difference to this situation just by improving the signage. As it is, I think you will find that the signage along this playground zone is really quite poor– it would be easy for drivers to miss the one small 30km/h speed limit sign in each direction for these are of the size of a standard A4 piece of paper, and placed low down on their respective sign posts. The first step Council could make to remediate the situation would be to update the Playground zone signage to the current standard used in most neighbourhoods (eg. Signage in Cheakamus) to properly inform drivers of the law that already exists. Perhaps this could be coupled with a note to the RCMP to consider patrolling this area.

I would also suggest the council consider pedestrian crossings, however, as noted above, there are no sidewalks on Rainbow Drive for pedestrians to use, let alone the possibility of crossings from one side of the street to the other. This point only underlines the need to have drivers observe the laws on this stretch of road.

There is a great deal of concern about this issue in Alpine and I am sure the community would support all efforts to calm the heavy traffic passing through our neighborhood at these dangerous speeds.

Thanks for your consideration of this important question.

Yours sincerely,

Mr Desmond Kingsford and Dr Olivia Bayley  
Parents of Heath (aged 7), Henry (aged 4), and Kit (aged 2)

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**From:** Jill Dorken [REDACTED]  
**Sent:** Tuesday, May 21, 2019 7:01 PM  
**To:** corporate <[corporate@whistler.ca](mailto:corporate@whistler.ca)>  
**Subject:** To Mayor & Council

Great ideas for employee housing solutions.

What about a grant towards taxes for people who rent to full time employees? It might be more motivation to current owners.

Jill Dorken  
[REDACTED]  
[REDACTED]



Association of  
Whistler Area Residents  
for the Environment

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the Environment

P.O. Box 1370, Whistler BC V0N 1B0

[info@awarewhistler.org](mailto:info@awarewhistler.org)

[www.awarewhistler.org](http://www.awarewhistler.org)

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

## **Re: Trails Planning Working Group (TPWG)**

Dear Mayor and Council,

The Association of Whistler Area Residents for the Environment (AWARE) would like to highlight broad support for the recent call from the Whistler Off Road Cycling Association (WORCA) for a review of the mandate of the Trails Planning Working Group (TPWG).

AWARE was invited to attend the bi-annual TPWG meetings in 2016 first as an observer and then as an assigned seat. At the time we had raised repeated concerns around the process for planning local trails after seeing the Sproatt and Rainbow trail routes transect sensitive alpine ecosystems and grizzly bear habitat areas which had (and continue to have) the potential to put threatened grizzly bears and people at significant risk.

Since our time on the TPWG we have questioned the purpose of the group at meetings, given that most of the meetings are focused on reporting work planned or completed, rather than facilitation of collective or future planning. We have also shared concerns around work taking place in silos (also mentioned in WORCA's letter).

We strongly support the suggestion to develop a 'publically transparent multi-user, all stakeholder' trail plan. We would like to see any such planning extend beyond 3-5 years and tackle foundational questions relating to: overall carrying capacity for trail infrastructure and trail use patterns; the preservation (and if necessary restoration) of sensitive ecosystem, biodiversity and wildlife values; consideration of cultural values; and a clearly defined end point – so we can have shared discussions around how many trails is enough.

To effectively consider the full diversity of values that exist on the landscape any long-term plan would need to extend well beyond the membership of the TPWG and should be supported by science, data and specialist knowledge. We would also highlight that such a plan should be grounded in budget frameworks that include not just construction and maintenance of physical trails but also emerging and on going management needs related to trails – everything from basic user education to managing closures.

Another recommendation presented by WORCA is to have the TPWG become a Committee of Council. While we would fully support the increased public transparency and potential for engagement this could bring, we question the message it sends to have a committee on trails when we do not have a Climate Change Committee (as committed to in the RMOW CECAP) or a Zero



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Waste Committee (which previous council voted to create over a year ago). In recent years the community performance indicators, which have consistently trended in a negative direction relate to environmental and not recreation factors. We have also been repeatedly informed that capacity to manage committees is limited. Therefore we would suggest that goals around increasing input and transparency around long-term trail planning could be achieved through an in-depth engagement process.

We commend WORCA's call for collaboration on long-term trail planning and we remain committed to representing our strategic goal of safeguarding habitat, biodiversity and wilderness values. We look forward to continuing to do this by actively engaging with community partners, dialogues and processes which impact the way we use the landscape and the natural environment on which our resort economy, quality of life and recreation experiences all depend.

Yours Sincerely,

Claire Ruddy  
Executive Director, AWARE

Dear Mayor and Council,

**We're reaching out to request that the Resort Municipality of Whistler proclaim June 5 BUILT GREEN® Day.**

This will be the sixth year we've asked municipalities to show their leadership through their support of sustainable building by proclaiming BUILT GREEN® Day, coinciding with National Environment Week. We use the proclamation to raise awareness of the importance of sustainable building practices, profile those setting an example by encouraging these practices, and to challenge municipalities across the country to encourage green building. Recognizing that climate mitigation strategies are on the agenda with all orders of government, participating in this important initiative is a tangible way of showing your support for sustainability initiatives.

Given the Resort Municipality of Whistler already encourages sustainable building, this is a complementary effort that we trust you would want to support again this year, as a municipality who continues to progress your policies around sustainability. It also helps to acknowledge those in your community that are already incorporating sustainable building practices in the residential building sector, while reflecting on your efforts to support industry.

Meanwhile, a minimum energy performance standard is now a requirement for all builders, whether you have adopted the BC Energy Step Code—a tiered, performance-based energy efficiency standard for newly constructed homes—or are operating with minimum energy performance requirements of 9.36 of the building code. And **a straight-forward way to navigate step code / 9.36 is through the energy portion of Built Green's programs.** These are programs that include builder support from industry professionals and that go beyond base-level code for a more holistic approach to sustainable building practices, including Materials & Methods, Indoor Air Quality, Ventilation, Waste Management, Water Conservation, and Business Practices. This means that builders certifying with us are building homes beyond code requirements.

Regulations around sustainable development continue to increase, and Built Green Canada will support your municipality and builders in your community, so they're prepared. Through our third-party home certification programs, we work with industry, helping them to become better builders who are ready to meet these increased requirements—and offering builders a competitive advantage. **Our programs offer a means forward for municipalities wanting to address other aspects of sustainable building practices not included in the code,** such as water conservation and waste management: other critical components of sustainability. As you know, green building helps protect resources and reduce the load on civic infrastructure such as water, electricity, and waste.

Our programs can contribute to market transformation, offer builders a competitive advantage, and ready them for net-zero energy ready code by 2030 with Built Green's incremental approach offered through four levels of certification—meanwhile, mandatory labelling is coming through the Pan-Canadian Framework on Clean Growth and Climate Change. Our programs can help ready builders in your municipality for success through these changes.

Your proclamation also offers you the opportunity to recognize what homeowners—constituents in your community—want. As you know, the demand for sustainable building continues to increase. Homebuyers and citizens alike increasingly have expectations of private and public institutions around their sustainable practices. In fact, 67% of homebuyers say a high performance home is a “must have”. 44% said low-flow toilets are a “must have”, while ratings show other water-efficient features to be important to homebuyers as well—in-demand sustainable features go beyond energy efficiency. Moreover, 57% say home certification is a “must have”, with an additional 26% who “really want” certification—only 4% feel this isn't important. 2018 Canadian Home Buyer Preference National Study.

We will be issuing a news release across the country, and have included a link to last year's news release: <http://builtgreencanada.ca/built-green-canada-issues-fifth-annual-challenge-to-municipalities?id=1456>

For convenience, we have included a draft proclamation, should you choose to participate. Should you require additional information, please do let us know.

We're looking forward to hearing back. Thanks again.

*We offer programs for single family, renovation, and high density. Builders have completed over 36,090 BUILT GREEN® certified homes in Alberta, British Columbia, Saskatchewan, and Ontario. Together, we are leading the way in sustainability performance for residential home construction.*

Jenifer Christenson  
Chief Executive Officer

Karen Podolski  
Communications & Program Coordinator

Built Green Canada

WHEREAS, the Resort Municipality of Whistler is committed to sustainable growth and responsible stewardship of our natural environment;

AND WHEREAS, Built Green Canada is a national organization that advocates for sustainable environmental practices in the residential building sector;

AND WHEREAS Built Green Canada delivers programs to assist builders in building more sustainably using the latest technologies to create healthier, more efficient, and durable homes;

AND WHEREAS the Resort Municipality of Whistler is dedicated to protecting our natural resources and encouraging sustainable development;

THEREFORE I, MAYOR CROMPTON DO HEREBY PROCLAIM, JUNE 5, 2019, "BUILT GREEN® DAY" IN WHISTLER, BRITISH COLUMBIA.