

# WHISTLER

## AGENDA

**REGULAR MEETING OF MUNICIPAL COUNCIL  
TUESDAY, MAY 9, 2017, STARTING AT 5:30 P.M.**

**In the Franz Wilhelmssen Theatre at Maury Young Arts Centre – Formerly  
Millennium Place  
4335 Blackcomb Way, Whistler, BC V0N 1B4**

### **ADOPTION OF AGENDA**

Adoption of the Regular Council agenda of May 9, 2017.

### **ADOPTION OF MINUTES**

Adoption of the Regular Council minutes of April 25, 2017.

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

### **PRESENTATIONS/DELEGATIONS**

May Long Weekend  
Update

A presentation by RCMP Staff Sergeant Jolaine Percival, RCMP Constable Steve LeClair and Bob Andrea, Manager of Village Animation regarding an update for the May Long Weekend.

### **MAYOR'S REPORT**

### **INFORMATION REPORTS**

2017 Draft  
Transportation Action  
Plan – Community  
Feedback  
Report No.17-043  
File No. 546

*A presentation by municipal staff.*

**That** Information Report to Council No.17-043 regarding community feedback related to the Transportation Advisory Group's 2017 Draft Transportation Action Plan be received.

Planning And Building  
Departments Application  
Activity Report – 2017  
1st Quarter  
Report No. 17-044  
File No. 7076.01

*A presentation by municipal staff.*

**That** Council receive Information Report to Council No.17-044 summarizing the Planning Department and Building Department application activity for the first quarter of 2017.

## ADMINISTRATIVE REPORTS

DP 1555 – Unit 20 -  
4308 Main Street –  
Brickworks Patio  
Report No. 17-045  
File No. DP 1555

*A presentation by municipal staff.*

**That** Council approve the issuance of Development Permit DP1555 for the proposed outdoor patio at Unit 20 – 4308 Main Street as per the architectural plans A1.0, A2.1-A2.4, A3.1 and A3.2, prepared by Stark Architecture, dated April 26, 2017, attached as Appendix “B” to Administrative Report to Council No.17-045, and a condition of the permit is a summer and winter site plan for the patio and associated terms with specified dates of May 1 to October 31 for summer and November 1 to April 30 for winter; and further

**That** Council direct staff to advise the applicant that prior to issuance of DP1555, the following matters shall be completed to the satisfaction of the General Manager of Resort Experience:

1. Submission of landscaping details to address curb and ground level materials and all finishes.
2. Submission of an acceptable winter site plan that addresses snowshed.
3. Submit a landscape estimate prepared by a landscape architect for the hard and soft landscaping. Provide a letter of credit in the amount of 135% of the approved landscape estimate as security for completion of the works.
4. Adhere to the Whistler Village Construction Management Strategy including provision of a construction site management plan, pre-construction meeting, good neighbor agreement and construction sign posted during construction.
5. A condition of the business licence be that the covered pedestrian walkway be open during the winter from November 1<sup>st</sup> to April 30<sup>th</sup> each year.

LLR 1274 – Brickworks  
Pub New Liquor Primary  
Patio  
Report No. 17-046  
File No. LLR 1274

*A presentation by municipal staff.*

**That** Council pass the resolutions attached as Appendix “A” to Administrative Report to Council No.17-046 providing Council’s recommendation to the Liquor Control and Licensing Branch regarding an Application from Brickworks Pub for a Structural Change to Liquor Primary Licence No. 305846 to add a new outdoor patio with an occupant load of 41 persons.

LLR 128 – Canada Day  
Temporary Use Area  
Event At World Cup  
Plaza  
Report No. 17-047  
File No. LLR 128

*A presentation by municipal staff.*

**That** Council approve a Temporary Use Area (TUA) liquor licensed event for more than 500 people to be held at World Cup Plaza at Whistler Creek on Saturday, July 1, 2017.

Invasive Species: SLRD  
Bylaw Proposal and  
Program Update  
Report No. 17-048  
File No. 8374

*A presentation by municipal staff.*

**That** the RMOW provide consent in principle regarding the Regional Invasive Species Service Establishment Bylaw attached as Appendix "A" to Administrative Report to Council No 17-048.

Whistler Housing  
Authority Ltd. - 2017  
Annual Filing  
Report No. 17-049  
File No. VAULT

**That** the Council of the Resort Municipality of Whistler in open meeting assembled, hereby resolve that the Municipality, as the sole shareholder of Whistler Housing Authority Ltd., pass the consent resolutions of the Whistler Housing Authority Ltd. shareholders, which is attached to Administrative Report to Council No.17-049 as Appendix "A", and that the Mayor and Municipal Clerk execute and deliver the attached resolutions on behalf of the Municipality.

### **POLICY REPORT**

Amendments To  
Municipal Liquor  
Licensing Council  
Policy G-17  
Report No.17- 050  
File No. 8292.03

*A presentation by municipal staff.*

**That** Council adopt Council Policy G-17 Municipal Liquor Licensing Policy as amended and attached as Appendix "A" to Policy Report to Council No.17-050.

### **MINUTES OF COMMITTEES AND COMMISSIONS**

Liquor Licence Advisory  
Committee

Minutes of the Liquor Licence Advisory Committee meeting of March 9, 2017.

Advisory Design Panel

Minutes of the Advisory Design Panel meeting of February 15, 2017.

### **BYLAWS FOR ADOPTION**

2017 Property Tax And  
Utility Rate Bylaws

**That** Council adopt the following bylaws:

"Tax Rates Bylaw No. 2143 2017"

"Sewer Tax Bylaw No. 2144, 2017"

"Water Tax Bylaw No. 2145, 2017"

"Sewer User Fee Amendment Bylaw No. 2146, 2017"

"Solid Waste/Recycling Rates Amendment Bylaw No. 2147, 2017"

### **OTHER BUSINESS**

### **CORRESPONDENCE**

Pedestrian Hazard at  
Hwy 99 and Village  
Gate Boulevard(Blvd)  
File No. 3009

Correspondence from Tom Demarco dated April 20, 2017, requesting that the shoulder be widened at Village Gate Blvd and Highway 99 for pedestrians to access when crossing the Highway from Whistler Cay.

Artificial Turf Opposition  
File No. 3009

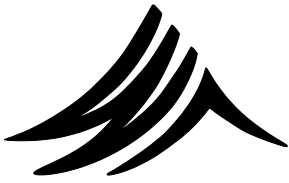
Correspondence from Dave Duncan dated April 22, 2017, regarding his opposition to the artificial field proposal.

National Missing  
Children's Month and  
Missing Children's Day  
Proclamation  
3009.1

Correspondence from Crystal Dunahee, President, Child Find BC dated April 29, 2017, requesting that May be proclaimed as "Missing Children's Month" and "May 25<sup>th</sup> as Missing Children's Day".

### **ADJOURNMENT**





# WHISTLER

## MINUTES

**REGULAR MEETING OF MUNICIPAL COUNCIL  
TUESDAY, APRIL 25, 2017, STARTING AT 5:30 P.M.**

**In the Franz Wilhelmssen Theatre at Maury Young Arts Centre – Formerly  
Millennium Place  
4335 Blackcomb Way, Whistler, BC V0N 1B4**

### **PRESENT:**

Mayor: N. Wilhelm-Morden

Councillors: S. Anderson, J. Crompton, J. Ford, J. Grills, A. Janyk,  
S. Maxwell

Chief Administrative Officer, M. Furey  
General Manager of Infrastructure Services, J. Hallisey  
General Manager of Corporate and Community Services, N. McPhail  
Acting General Manager of Resort Experience, M. Kirkegaard  
Municipal Clerk, L. Schimek  
Director of Finance, K. Roggeman  
Emergency Program Coordinator, E. Marriner  
Engineering Technologist, L. Perrault  
Planning Analyst, K. Creery  
FireSmart Coordinator, S. Rogers  
Manager Financial Services, M. Peatfield  
Manager Cultural Planning and Development, J. Rae  
Recording Secretary, M. Kish

### **ADOPTION OF AGENDA**

Moved by Councillor J. Ford  
Seconded by Councillor J. Grills

**That** Council adopt of the Regular Council agenda of April 25, 2017.

CARRIED

### **ADOPTION OF MINUTES**

Moved by Councillor A. Janyk  
Seconded by Councillor S. Maxwell

**That** Council adopt the Regular Council minutes of April 11, 2017 and the  
Public Hearing minutes of April 11, 2017.

CARRIED

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

*Angela Mellor – 2401 Dave Murray Place*

Ms. Mellor acknowledged receipt of a letter of response from Heather Beresford regarding her correspondence to Council informing of her concerns

regarding old growth forest logging in the Cheakamus Community Forest (CCF). Ms. Mellor informed that Ms. Beresford confirmed in her letter that there is not much that can be done this year with regards to her concerns. Ms. Mellor believed that it was mentioned at an open house that it could be 30 years to transition away from old growth logging in our community forest. Ms. Mellor asked if Council could suggest what community members could do to make this happen faster.

Mayor Wilhelm-Morden recognized that the CCF is the manager of the Community Forest and the team consists of the RMOW and Lil'wat and Squamish First Nations. Mayor Wilhelm-Morden informed that you would need to make your opinion known to the CCF as the RMOW is only one of the players.

### **PRESENTATIONS/DELEGATIONS**

Memorandum of Understanding - Lil'wat and Squamish First Nations, the Province and Whistler Blackcomb

*Mayor Wilhelm-Morden recognized the attendance of Chief Dean, Harriet VanWart and Kerry Mehaffey representatives of the Lil'wat First Nation administration.*

A presentation was given by Mike Furey, Chief Administrative Officer regarding the Memorandum of Understanding with Lil'wat and Squamish First Nations, the Province of BC and Whistler Blackcomb.

Fee for Service Report Back – Whistler Chamber of Commerce

A presentation was given from Melissa Pace, Chief Executive Officer of the Whistler Chamber of Commerce regarding the Fee for Service Report for the Whistler Chamber of Commerce.

Community Needs Assessment Results

A presentation was given by Carol Coffey, Executive Director of the Community Foundation of Whistler regarding the Community Needs Assessment Results.

### **MAYOR'S REPORT**

Mayor Wilhelm-Morden informed that a total 1,519 people completed the online housing survey, which is now closed and commented that this was an extremely high and unprecedented survey response, clearly indicating the importance of addressing housing issues for the community. Mayor Wilhelm-Morden informed that 77 per cent of respondents are permanent residents, representing over 15 per cent of Whistler's permanent resident adult population. The online survey followed a random phone and intercept survey of 757 people. Mayor Wilhelm-Morden thanked everyone who took the time to share opinions with us. Mayor Wilhelm-Morden informed that staff are currently analyzing results, which will be shared with the housing task force later this month and Council at the start of June. Information about housing initiatives can be found at [whistler.ca/housing](http://whistler.ca/housing).

Mayor Wilhelm-Morden informed that Whistler's Great Outdoor Festival, GO Fest, has announced their free concert series. The concerts will run

over the May Long Weekend from May 19 to 21. Canadian rockers 54•40 will launch the concerts. Other bands include:

- The Zolas
- Dear Rouge
- Mazacote; and
- Amistad

Mayor Wilhelm-Morden informed that the festival will also include:

- An Adventure Film Series with six screenings
- A speaker series
- A photo competition and exhibition; and
- Nourish Refresh Nutrition Workshops

Mayor Wilhelm-Morden commented that this is now in its fourth year, GO Fest celebrates May's intersection of winter and summer activities where Whistler's visitors and residents can experience the best of all seasons, in all manner of outdoor pursuits. Mayor Wilhelm-Morden noted that GO Fest is funded by the Province of British Columbia's Resort Municipality Initiative.

Mayor Wilhelm-Morden informed that Construction season is underway in Whistler and thanked everyone for their patience during the work at Gateway Loop and the St. Andrews Alley underground parking. Day Lot 3 is being used for pick-ups and drop offs that normally occur at the Gateway Loop. This includes some private buses, shuttles and taxis. For updates, please visit [whistler.ca/gatewayloop](http://whistler.ca/gatewayloop) and [whistler.ca/waterproofing](http://whistler.ca/waterproofing).

Mayor Wilhelm-Morden informed that the Whistler Aggregates Ltd. tenure licence expired on March 1 and has been renewed on a month by month basis until the Ministry of Forests, Lands and Natural Resource Operations makes a final decision about a replacement tenure if any.

The gravel quarry licence is for the area located adjacent to Cheakamus Crossing and is home to the Alpine Paving asphalt plant. Mayor Wilhelm-Morden informed that the municipality responded to a referral from the Province of British Columbia regarding the renewal of the licence. Mayor Wilhelm-Morden commented that the letter, which includes background information and maps, is posted on [whistler.ca](http://whistler.ca).

Mayor Wilhelm-Morden commented that on behalf of Council, she would like to thank the Whistler Fire Rescue Service, the RCMP, Emergency Social Services and the Community Recovery Committee for their response to the fire on Northlands Boulevard on April 15. Mayor Wilhelm-Morden thanked the Delta Whistler Village Suites for their response. Mayor Wilhelm-Morden informed that a meeting was held for people displaced by the fire and the Community Recovery Committee is continuing to offer support to those who need it. The Community Foundation of Whistler is accepting financial donations for Whistler residents affected by the fire and can be made at [whistlerfoundation.com](http://whistlerfoundation.com).

Mayor Wilhelm-Morden congratulated the Whistler Public Library for being one of three finalists in the Whistler Chamber's Whistler Excellence Awards

under the category Whistler Experience Service: Large Business. The awards take place on Thursday, May 11, 2017.

Mayor Wilhelm-Morden congratulated Whistler Blackcomb for being recognized as one of Canada's Greenest Employers by the editors of Canada's Top 100 Employers for the ninth year running.

Mayor Wilhelm-Morden congratulated the Pique Newsmagazine and Whistler Question for their successes at the 2017 Canadian Community Newspaper Awards.

The Question was recognized in the:

- Best All-Round Newspaper category for their circulation
- Best Front Page; and
- Best Editorial Page

The Pique Newsmagazine was recognized in the:

- Best All-Round Newspaper for their circulation category
- Best Front Page
- Best Feature Story
- Best Historical Story
- Best Photo Illustration; and
- Best Business Writing

Mayor Wilhelm-Morden informed that homeowners can start burning their garden debris from Friday, April 28 until May 15 provided they apply for a Fire Permit from the Whistler Fire Rescue Service. Removing garden debris is one way you can reduce risk from wildfire. Yard waste can also be dropped off for free next to the Spruce Grove Baseball Field overflow parking over the May 12 weekend. Mayor Wilhelm-Morden also recommends applying for a free FireSmart property assessment. Visit [whistler.ca/fire](http://whistler.ca/fire) for more information.

Mayor Wilhelm-Morden informed that as many residents are aware, Canada Post has removed the recycling service from neighbourhood mail box areas due to issues with inappropriate disposal of materials. Mail box users are now responsible for taking unwanted mail to the depot for recycling. Canada Post recommends that mail box users place a note on the outside or inside of their mail box to say they do not want to receive unaddressed mail.

Mayor Wilhelm-Morden commented that new federal drone regulations affect the flying of drones in communities, including the Whistler area. Mayor Wilhelm-Morden informed that drones are restricted within nine kilometres of aircraft takeoff and landing areas. This includes the Whistler Medical Centre and the float planes at Green Lake as well as other local heliports. Flying a drone is possible with a permit. You can visit [whistler.ca/filming](http://whistler.ca/filming) for more information.

Mayor Wilhelm-Morden informed that work is complete on the section of Highway 99 north of Lillooet at the Ten Mile Slide area. The road is open and has been restored to two lanes. Weight restrictions of fifty per cent of the legal axle load are in effect and will continue until settlement of the new

material has slowed. Mayor Wilhelm-Morden informed that this is expected to continue for up to ten days. Please visit [drivebc.ca](http://drivebc.ca) for more information.

Mayor Wilhelm-Morden informed that the one year anniversary of the Audain Art Museum was celebrated this month. The museum put on community days over the course of the weekend, free admission to the museum and there were over 2,500 community members who went through the museum. Mayor Wilhelm-Morden commented that it was a great and successful event.

Councillor Janyk congratulated Whistler Mountain Ski Club and the volunteers for putting on another successful Whistler Cup. This was the 25<sup>th</sup> year that the race has been run. They added a dual slalom event this year. Switzerland came back to the event. There were over 15 countries participating and over 400 racers. Councillor Janyk informed that Switzerland won the overall team event but Canada won the dual slalom event. Councillor Janyk informed that it ran at the same time as the Whistler Ski and Snowboard Festival which seemed to be a great synergy of energy between the two and as a result the two weeks of the event was a great success and very busy.

#### INFORMATION REPORTS

DCC Construction /  
Review Of Business  
Licence  
Report No. 17-034  
File No. 11358

Moved by Councillor J. Crompton  
Seconded by Councillor S. Maxwell

**That** Information Report to Council No.17-034 regarding the suspension of Business Licence No. 2017-6720 issued to DCC Construction be received for information.

CARRIED

2017 Memorandum of  
Understanding between  
the Squamish Nation,  
the Lil'wat Nation,  
the Government of  
British Columbia, the  
Resort Municipality Of  
Whistler, and Whistler  
Blackcomb  
Report No. 17-041  
File No. 3024

Moved by Councillor J. Grills  
Seconded by Councillor A. Janyk

**That** Information Report to Council No.17-041 regarding the February 24, 2017 Memorandum of Understanding between the Squamish Nation, the Lil'wat Nation, the Government of British Columbia, the Resort Municipality Of Whistler, and Whistler Blackcomb, be received.

CARRIED

#### ADMINISTRATIVE REPORTS

DVP 1106 – 2521  
Whistler Road – Parking  
and Retaining Wall  
Variances  
Report No.17-035  
File No. DVP 1106

Moved by Councillor J. Grills  
Seconded by Councillor S. Anderson

**That** Council approve the issuance of Development Variance Permit 1106 for the proposed development located at 2521 Whistler Road to:

- a) Vary the length of the parking space from 5.5 metres to 5.0 metres.

- b) Vary the parking space from 1.5 metres to 0 metres from a parcel boundary.
- c) Vary the retaining wall setback from 2 metres to 0 metres from the parcel boundary and the retaining wall varies in height from 0 metres to up 2.45 metres

as shown on the plans prepared by Crosland Doak Design, dated March 19, 2017, attached as Appendix B to Administrative Report to Council No. 17-035.  
CARRIED

Drinking Water Week  
Proclamation  
Report No.17-036  
File No. 200.2, 3009.1

Moved by Councillor J. Ford  
Seconded by Councillor A. Janyk

**That** Council proclaim Drinking Water Week within the Resort Municipality of Whistler for the week of May 7 to 13 in the year 2017.

CARRIED

Proclamation Of Wildfire  
Community  
Preparedness Day &  
Emergency  
Preparedness Week  
Report No.17-037  
File No. 855, 3009.1

Moved by Councillor J. Grill  
Seconded by Councillor A. Janyk

**That** Council proclaim May 6, 2017 as Wildfire Community Preparedness Day in the Resort Municipality of Whistler; and

**That** Council proclaim May 7-13, 2017 as Emergency Preparedness Week in the Resort Municipality of Whistler.

CARRIED

Bylaw Dispute  
Adjudication System  
Report No. 17-038  
File No. 4700.5

Moved by Councillor J. Grills  
Seconded by Councillor S. Maxwell

**That** Council authorize staff to pursue development of a Bylaw Dispute Adjudication System for the RMOW as outlined in this Administrative Report to Council No. 17-038; and

**That** Council direct staff to write to the Court Services Branch of the Ministry of the Attorney General to advise of Council's intent to establish a Bylaw Dispute Adjudication System.

CARRIED

2017 Property Tax And  
Utility Rate Bylaws  
Report No.17-039  
File No. Bylaws 2143,  
2144, 2145, 2146, 2147

Moved by Councillor J. Crompton  
Seconded by Councillor S. Maxwell

**That** Council consider giving first, second and third readings to the following bylaws attached to Administrative Report to Council No.17-039:

"Tax Rates Bylaw No. 2143, 2017"

"Sewer Tax Bylaw No. 2144, 2017"

"Water Tax Bylaw No. 2145, 2017"

"Sewer User Fee Amendment Bylaw No. 2146, 2017"

"Solid Waste/Recycling Rates Amendment Bylaw No. 2147, 2017"

CARRIED

Tourdex.com Systems  
Inc. 2016 Annual Filing  
Report No. 17-040  
File No. Vault

Moved by Councillor J. Ford  
Seconded by Councillor J. Grills

**That** the Council of the Resort Municipality of Whistler in open meeting assembled, hereby resolve that the Municipality, as one of the shareholders of Tourdex.com Systems Inc., pass the consent resolutions of the shareholders of Tourdex.com Systems Inc., copies of which are attached to Administrative Report to Council No.17-040 as Appendix A, and that the Mayor and Municipal Clerk execute and deliver the attached resolutions on behalf of the Municipality.

CARRIED

Whistler.com Systems  
Inc. 2016 Annual Filing  
Report No. 17-042  
File No. Vault

Moved by Councillor A. Janyk  
Seconded by Councillor J. Crompton

**That** the Council of the Resort Municipality of Whistler in open meeting assembled, hereby resolve that the Municipality, as one of the shareholders of Whistler.com Systems Inc., pass the consent resolutions of the shareholders of Whistler.com Systems Inc., copies of which are attached to Administrative Report to Council No.17-042 as Appendix A, and that the Mayor and Municipal Clerk execute and deliver the attached resolutions on behalf of the Municipality.

CARRIED

#### **MINUTES OF COMMITTEES AND COMMISSIONS**

Forest and Wildland  
Advisory Committee

Moved by Councillor A. Janyk  
Seconded by Councillor J. Grills

**That** minutes of the Forest and Wildland Advisory Committee meeting of March 8, 2017 be received.

CARRIED

Whistler Bear Advisory  
Committee

Moved by Councillor J. Crompton  
Seconded by Councillor S. Maxwell

**That** minutes of the Whistler Bear Advisory Committee meeting of March 8, 2017 be received.

CARRIED

#### **BYLAWS FOR FIRST, SECOND AND THIRD READINGS**

2017 Property Tax And  
Utility Rate Bylaws

Moved by Councillor A. Janyk  
Seconded by Councillor J. Grills

**That** Council give first, second and third readings to;

"Tax Rates Bylaw No. 2143, 2017"

"Sewer Tax Bylaw No. 2144, 2017"

"Water Tax Bylaw No. 2145, 2017"

"Sewer User Fee Amendment Bylaw No. 2146, 2017"

"Solid Waste/Recycling Rates Amendment Bylaw No. 2147, 2017".

CARRIED

### **BYLAWS FOR THIRD READING**

Zoning Amendment  
Bylaw (Maury Young  
Arts Centre and  
Institution and  
Assembly Uses in the  
LNI Zone) 2129, 2017

Moved by Councillor J. Crompton  
Seconded by Councillor J. Ford

**That** Zoning Amendment Bylaw (Maury Young Arts Centre and Institution and Assembly Uses in the LNI Zone) 2129, 2017 receive third reading.

CARRIED

### **BYLAWS FOR ADOPTION**

Five-Year Financial  
Plan 2017-2021 Bylaw  
No. 2141, 2017

Moved by Councillor J. Ford  
Seconded by Councillor A. Janyk

**That** Five-Year Financial Plan 2017-2021 Bylaw No. 2141, 2017 be adopted.

CARRIED

### **OTHER BUSINESS**

*There were no items of Other Business.*

### **CORRESPONDENCE**

Brain Tumour Awareness  
Month  
File No. 3009.1

Moved by Councillor J. Ford  
Seconded by Councillor J. Grills

**That** correspondence from Susan Marshall, Chief Executive Officer for the Brain Tumour Foundation of Canada, dated March 29, 2017, requesting that the Fitzsimmons bridge be lit Orange any day in May in support of Brain Tumour Awareness Month be received and referred to staff.

CARRIED

Homerun Program –  
Real Estate Association  
of Whistler  
File No. 2150

Moved by Councillor J. Grills  
Seconded by Councillor A. Janyk

**That** correspondence from Patricia Dagg, Administrator for the Real Estate Association of Whistler dated April 6, 2017, requesting that rental leads from the "RMOW – Whistler Housing Authority Homerun Program" be distributed to all licensed Whistler rental agents be received and referred to the Mayor's Task Force on Resident Housing.

CARRIED

Artificial Turf  
File No. 8516

Moved by Councillor J. Crompton  
Seconded by Councillor S. Maxwell

**That** correspondence from Daniel Jonckheere dated April 10, 2017, regarding his opposition to the installation of an artificial turf field be received and referred to staff.

CARRIED



Trans Mountain  
Expansion Project –  
Response Letter to the  
Mayor  
File No. 4912

Moved by Councillor A. Janyk  
Seconded by Councillor J. Grills

**That** correspondence from Kevin Jardine, Associate Deputy Minister, Environmental Assessment Office dated April 11, 2017, regarding a response to Mayor Wilhelm-Morden's letter dated February 16, 2017 regarding the Trans Mountain Expansion Project concerns be received.

CARRIED

Ovarian Cancer  
Awareness Day  
File No. 3009.1

Moved by Councillor J. Ford  
Seconded by Councillor J. Crompton

**That** correspondence from Tracy Kolwich, director of the Western Region for Ovarian Cancer Canada received April 11, 2017, requesting that the Fitzsimmons Bridge be lit Teal on May 8, 2017 in support of Ovarian Cancer Awareness Day be received and referred to staff.

CARRIED

Howe Sound  
UNESCO Biosphere  
Region Initiative  
Designation Support  
File No. 3009

Moved by Councillor J. Grills  
Seconded by Councillor J. Ford

**That** correspondence from Ruth Simons, Executive Director, The Future of Howe Sound Society dated April 19, 2017, requesting support by signing the resolution of the Initiative for Howe Sound United Nations Educational, Scientific and Cultural Organization (UNESCO) Biosphere Region Designation be received.

CARRIED

Moved by Councillor J. Crompton  
Seconded by Councillor S. Maxwell

**That** Council support the ongoing initiative to nominate Howe Sound as a UNESCO Biosphere Region Designation.

CARRIED

#### **ADJOURNMENT**

Moved by Councillor J. Crompton

**That** Council adjourn the April 25, 2017 Council meeting at 7:00 p.m.

CARRIED

DRAFT



## REPORT | INFORMATION REPORT TO COUNCIL

**PRESENTED:** May 9, 2017

**REPORT:** 17-043

**FROM:** Infrastructure Services

**FILE:** 546

**SUBJECT:** 2017 DRAFT TRANSPORTATION ACTION PLAN – COMMUNITY FEEDBACK

### COMMENT/RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

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

### RECOMMENDATION

**That** Information Report to Council No.17-043 regarding community feedback related to the Transportation Advisory Group's 2017 Draft Transportation Action Plan be received.

### REFERENCES

Appendix A – 2017 Draft Transportation Action Plan – Community Engagement Summary Phase 1, April 4, 2017

### PURPOSE OF REPORT

The purpose of this report is to update Council on the community engagement and feedback related to the Transportation Advisory Group's (TAG) proposed 2017 Transportation Action Plan.

### DISCUSSION

The Transportation Advisory Group (TAG) is a Select Committee of Council formed to provide advice and recommendations regarding the assessment of, planning for, and implementation of strategic options to resolve transportation related issues affecting the resort community from a social, environmental and economic point of view. TAG is composed of a group of diverse stakeholders representing the Resort Municipality of Whistler (RMOW), Whistler Blackcomb, Tourism Whistler, the Whistler Chamber of Commerce, BC Transit, the Ministry of Transportation and Infrastructure, and four citizens-at-large.

On December 6, 2016, RMOW staff provided an update to Council on the Transportation Advisory Group's proposed 2017 transportation action plan. Council passed the following motion:

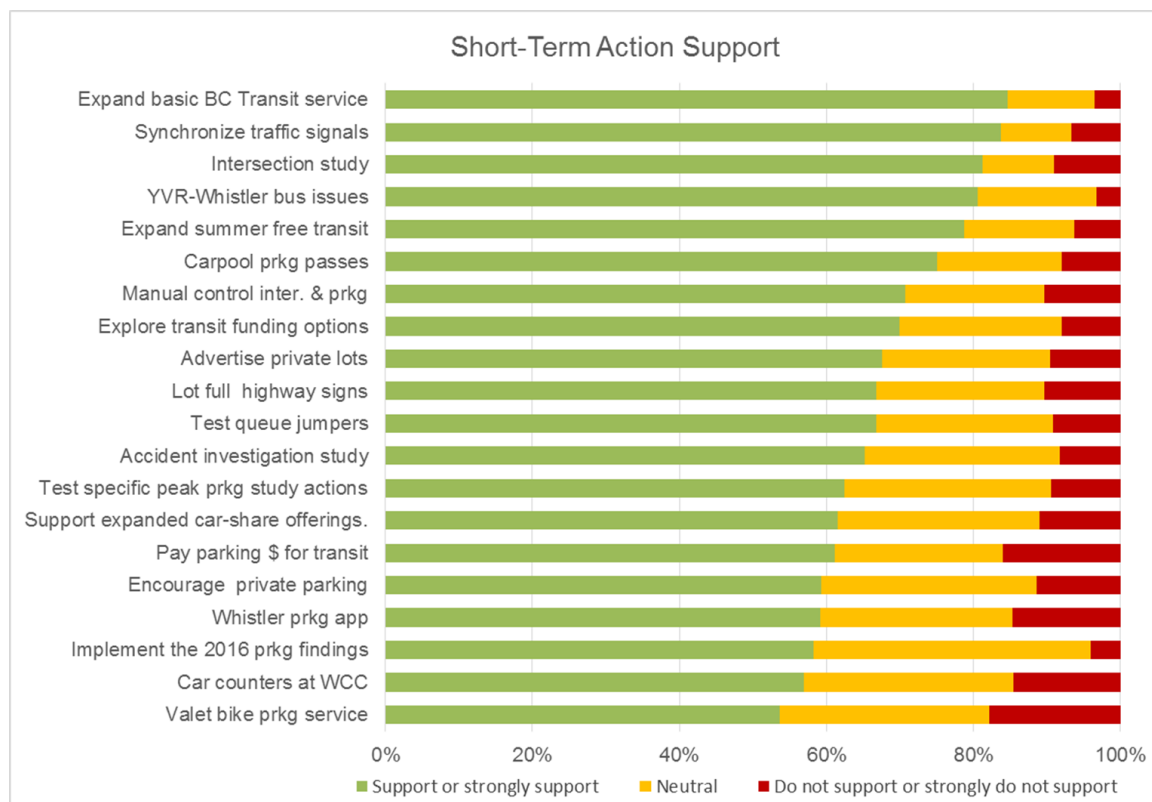
***That** Council direct the General Manager of Infrastructure Services to organize a Community Forum focused on Transportation in partnership with the Transportation Advisory Group for early 2017.*

TAG, with the support of RMOW staff, engaged the community to seek input on the recommended short-term 2017 transportation actions. The actions were categorized under five strategies and a

general “other” category. Recognizing that some solutions may require a longer planning horizon, input was sought in this “other” category for both medium-term and long-term actions.

Engagement activities kicked off on January 17, 2017 with a Community Transportation Forum at the Whistler Conference Centre from 5pm to 8pm which attracted more than 200 participants. Community engagement continued until February 7, 2017 via an online survey. A total of 517 people participated in the online survey which consisted of 21 questions and closely mirrored the line of questioning that was used at the Community Transportation Forum.

The feedback has been summarized in the 26 page report attached as Appendix A - 2017 Draft Transportation Action Plan – Community Engagement Summary Phase 1 - April 4, 2017. The graph below provides a visual summary of the overall level of support which ranged from 54% to 85% for TAG’s proposed 2017 actions.



The majority of Community Transportation Forum participants and online survey respondents supported or strongly supported all of the draft short-term strategy actions as presented. In the online survey, overall support was strongest for short-term actions relating to the Highway 99 Efficiencies and Improve Transit strategies. All actions were supported by more than half of respondents, and more than 80% of respondents were either supportive or neutral regarding all actions. No actions were unsupported by more than 18% of those surveyed. Details of each strategy area, including a summary of open-ended comments on what could make the actions even more effective, are available in the summary report.

A recurring theme throughout the online and forum comments was ensuring that actions complemented each other and worked toward the goal of easing congestion on Highway 99 and in the Village parking lots.

The Transportation Advisory Group has met to review the input and has been working at revising the proposed Transportation Action plan based on the feedback.

## WHISTLER 2020 ANALYSIS

W2020 Strategy	TOWARD Descriptions of success that resolution moves us toward	Comments
Transportation	Transportation preferences and options are developed, promoted and supported so that inter-community mobility minimizes the negative impacts of traditional modes of travel. Residents, businesses and visitors are increasingly aware of the importance and benefits of preferred transportation choices.	Transportation congestion to, from within Whistler is once again an issue both in the winter and in the summer. Transportation infrastructure and policy affect almost all parts of the resort community. The Transportation Advisory Group, which is composed of a group of diverse stakeholders, has been reviewing the current issues as well as data collected related the current issues and has started formulating potential recommended short, medium and long-term actions. Many of the proposed actions will need participation from stakeholders to refine and implement. The TAG members have hosted a Transportation Community Forum in January 2017 and further input has been received through an online survey hosted on <a href="http://www.whistler.ca/MovingWhistler">www.whistler.ca/MovingWhistler</a> for three weeks following the forum.
Partnership	Partners work together to achieve mutual benefit. Partners meaningfully engage stakeholders and practice “good governance” guided by Whistler’s Partnership Principles.	
Economic	Effective partnerships with government and tourism organizations support economic health. The Whistler community shares resources and works together to compete in the destination resort market. Whistler is an integral part of the region’s economy and works collaboratively with stakeholders.	
Finance	The long-term consequences of decisions are carefully considered.	
Visitor Experience	Communications, travel and services are accessible, seamless and convenient at all phases of visitors’ trips, from prior to departure until after returning home.	
Learning	Learning opportunities foster collaboration, trust and community engagement and build the community’s capacity for achieving Whistler’s vision of success and sustainability for future generations.	
Resident Affordability	Residents have access to affordable goods and services that meet their needs.	

W2020 Strategy	AWAY FROM Descriptions of success that resolution moves away from	Mitigation Strategies and Comments
Finance	Whistler lives within its financial means.	There are costs associated with hosting public events and conducting surveys. However, these are considered minor compared to the benefits gained from a shared vision and comprehensive action plan.

## BUDGET CONSIDERATIONS

Expenses related to the Community Transportation Forum and online survey, including RMOW staff and consultant time, venue rental, advertising and notification costs were either part of the 2017 Infrastructure Services operations budget or the capital program included in the 2017 – 2021 Five-year Financial Plan for traffic studies to support TAG.

## COMMUNITY ENGAGEMENT AND CONSULTATION

This report is a summary of the January 17, 2017 Community Transportation Forum and the subsequent online survey. All material related to the forum and TAG's work are posted on [www.whistler.ca/MovingWhistler](http://www.whistler.ca/MovingWhistler).

## SUMMARY

In December 2016, Council authorized staff to organize a community transportation forum in early 2017. The Transportation Advisory Group (TAG) hosted the Community Transportation Forum on January 17, 2017 at the Whistler Conference Centre followed up with an online survey to review the proposed 2017 Transportation Action Plan. The community feedback received is summarized in Appendix A – 2017 Draft Transportation Action Plan – Community Engagement Summary Phase 1, April 4, 2017.

TAG has met to review the input and revise the 2017 Whistler Transportation Action Plan based on the feedback received.

Respectfully submitted,

Emma DaSanto  
TDM COORDINATOR  
for  
James Hallisey, P.Eng.  
GENERAL MANAGER OF INFRASTRUCTURE SERVICES



# 2017 DRAFT TRANSPORTATION ACTION PLAN

## Summary Community Engagement Phase 1 – April 4, 2017

Prepared for the Transportation Advisory Group

**This document was prepared for the Transportation Advisory Group (TAG) and  
Resort Municipality of Whistler (RMOW) by**

**CENTRE** *for*  
**SUSTAINABILITY**  
WHISTLER



<b>Introduction .....</b>	<b>1</b>
<b>Short-term Action Plan Engagement Activities .....</b>	<b>1</b>
<b>COMMUNICATIONS .....</b>	<b>2</b>
<b>Who Participated? .....</b>	<b>2</b>
<b>What Was Said: Summary of Feedback.....</b>	<b>4</b>
<b>OVERVIEW .....</b>	<b>4</b>
<b>KEY STRATEGY FEEDBACK .....</b>	<b>6</b>
<b>Detailed Feedback .....</b>	<b>7</b>
<b>HIGHWAY 99 EFFICIENCIES .....</b>	<b>7</b>
<b>TRANSIT IMPROVEMENTS .....</b>	<b>10</b>
<b>PEAK DAY OPERATIONS .....</b>	<b>14</b>
<b>PARKING MANAGEMENT .....</b>	<b>17</b>
<b>PREFERRED TRANSPORTATION OPTIONS .....</b>	<b>20</b>
<b>COMMUNICATIONS .....</b>	<b>23</b>
<b>OTHER: MEDIUM/LONG-TERM ACTIONS BEYOND 2017.....</b>	<b>24</b>
<b>OTHER: GENERAL .....</b>	<b>26</b>

## Introduction

The Whistler 2017 draft Transportation Action Plan is the compilation of priority transportation actions to be implemented in the short-term, i.e. in the year 2017 developed by the Transportation Advisory Group (TAG).

The development of the draft Action Plan was in response to increasing issues affecting transportation to, from and within the resort community. With an increased permanent population (the community grew to 11,854, an increase of 21% from six years ago) as well as continued increasing visitation numbers year-round, transportation challenges of parking availability, traffic congestion, transit service levels, and opportunities for preferred modes of transportation are being felt more than ever. To identify the best strategies and actions to address these pressing issues, the Resort Municipality of Whistler (RMOW) Council tasked the Transportation Advisory Group (TAG) to provide advice and recommendations on the development of a Transportation Action Plan.

This document is a summary of the community engagement and feedback related to TAG's 2017 draft Transportation Action Plan received from the over 200 attendees at the January 17, 2017 Transportation Community Forum and through the over 500 completed on-line surveys. Comments were received and summarized on the 2017 short-term actions as well as medium and long-term actions. It is clear from the survey participation especially in the thoughtful responses to the open-ended questions that many people want to contribute to this conversation on both short-term and medium/long-term actions.

## 2017 Draft Transportation Action Plan Engagement Activities

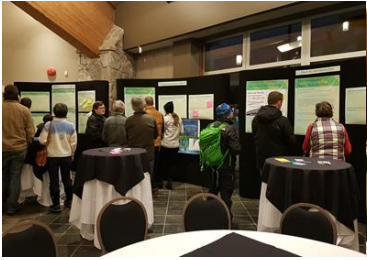
TAG and the RMOW engaged the community to seek input on their recommended short-term 2017 transportation actions. The actions were categorized under five strategies and a general 'other' category. Recognizing that some solutions may require a longer planning horizon, input was sought in this other category for both medium-term and long-term actions.

Engagement activities kicked off on January 17<sup>th</sup>, 2017 with a Transportation Community Forum and then continued until February 7<sup>th</sup>, 2017 through an online survey.

### Transportation Community Forum

The Transportation Community Forum on January 17<sup>th</sup> started off with a few speakers from TAG as well as a formal presentation on some of the research that informed the draft strategies and actions. An interactive display provided an opportunity for direct feedback on draft actions throughout the event. Following the presentations, participants were asked to participate in up to two facilitated conversations about the proposed actions in the following strategies: Highway 99 Efficiencies, Transit Improvements, Better Parking Management, Preferred Transportation Options, Peak Day Operations Plan, and other medium and long-term action ideas.

**Interactive Displays**



**Presentations**



**World Café Roundtables**

## **Online Survey**

The online survey ran from January 18<sup>th</sup> and through to February 7<sup>th</sup>. The survey consisted of 21 questions and closely mirrored the line of questioning that was used at the Transportation Community Forum. Survey questions sought input on the level of support for specific actions while providing an opportunity for participants to contribute ideas that improved the draft actions and for adding missing actions. Some questions at the end of the survey allowed for open-ended comments.

## **COMMUNICATIONS**

---

The Transportation Community Forum and the online survey were promoted through the RMOW e-newsletter, social media channels, traditional media and some partner communications channels (e.g. Chamber of Commerce e-newsletter, Tourism Whistler and Whistler Blackcomb electronic channels).

## **Who Participated?**

The Transportation Community Forum approximately 200 participants for the presentations during the first half of the evening, with about 60-70 people remaining to participate in the facilitated roundtable conversations. Approximately 520 people participated in the online survey. Demographic information was not captured during the public forum event, but was captured as part of the online survey.

The online survey demographic results revealed that young adults (above age 24) all the way up to Whistler's seniors participated in the survey. The majority of the participants were clearly in the 25-34 age bracket followed by the 35-44 age bracket, which quite closely resembles Whistler's age profile. There were low survey participation rates in the under 18 and in the 18-24 demographic, and relatively high participation rates in the over 55 demographic.

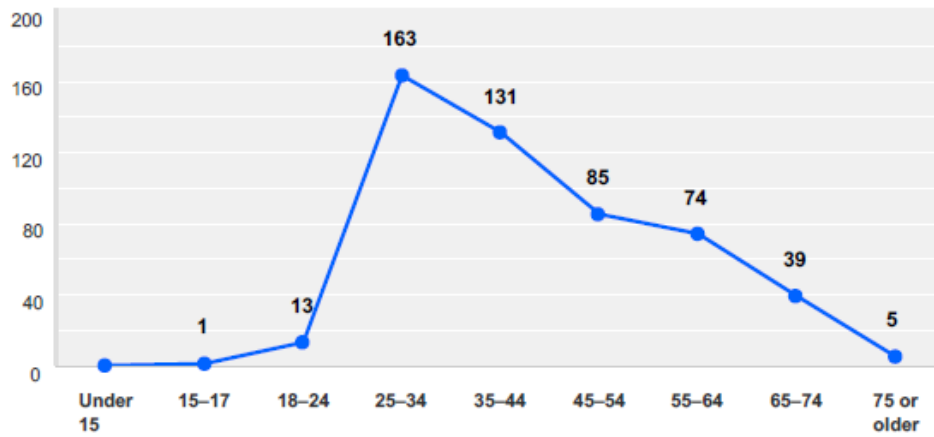
Survey participant gender was biased slightly toward females (53% of participants), with males making up 47% of survey participants.

Most survey participants live with others in a partner (42%) or family relationship (31%), and the remaining participants were single living alone (10%), or single and living with others (16%).



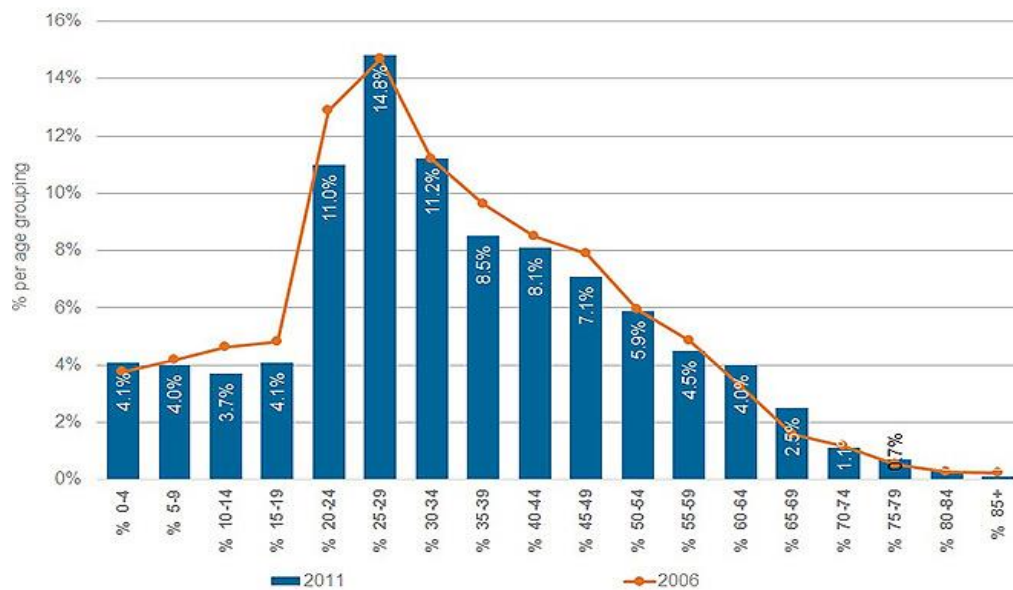
## Q1 Age:

Answered: 511 Skipped: 1

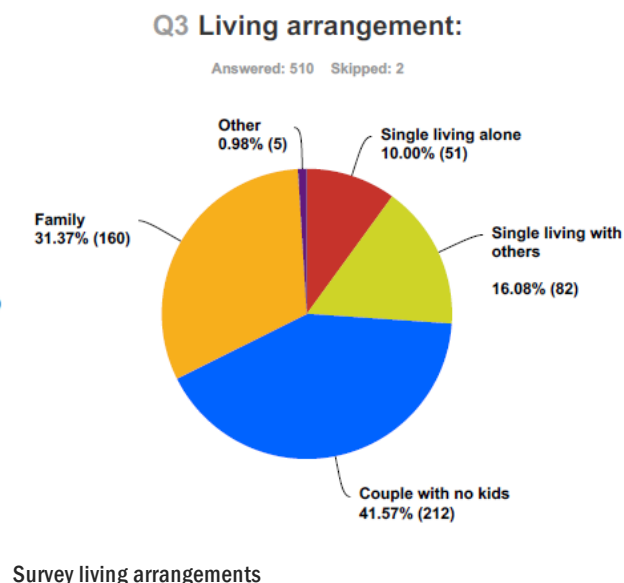
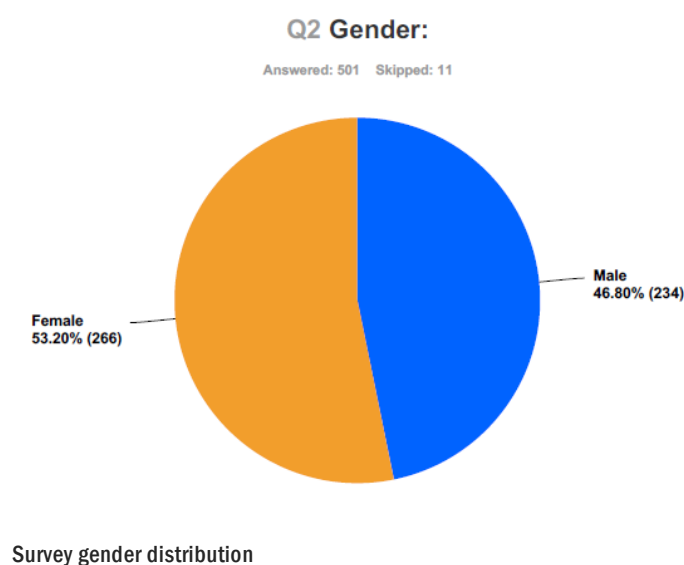


Survey age profile

## Age Distribution



Whistler Age Distribution, Census Data



## What Was Said: Summary of Feedback

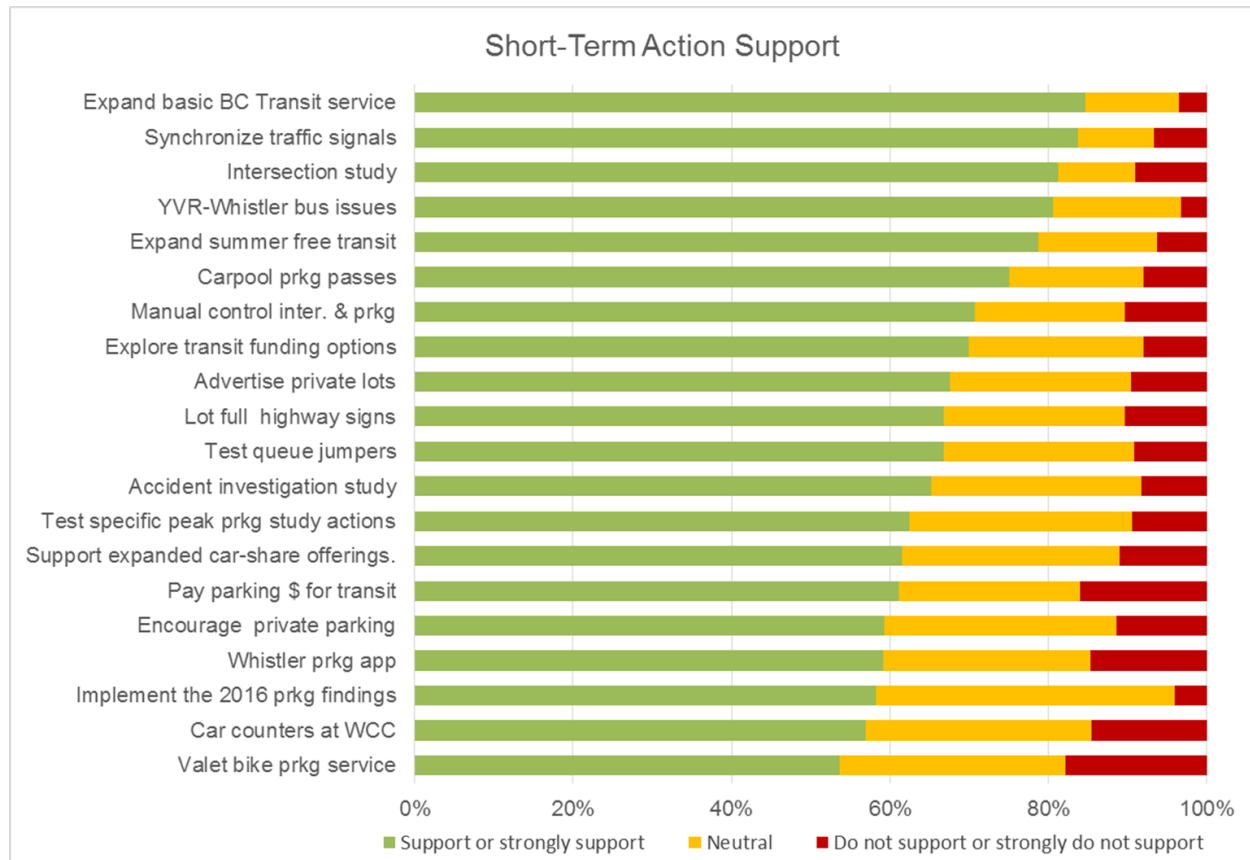
### OVERVIEW

The majority of Transportation Community Forum participants and online survey respondents supported or strongly supported the draft short-term strategy actions as presented. In the online survey, overall support was strongest for short-term actions relating to the Highway 99 Efficiencies and Improving Transit strategies. A recurring theme throughout the online and forum comments cautioned that increased parking within existing areas may exacerbate congestion issues on the highway.

Survey participants stuck with the survey most of the way through with 80-95% commenting on all the draft actions. Specific actions receiving the most overall support<sup>1</sup> include: expanding basic BC Transit service in 2017 & 2018; exploring synchronizing the traffic signals on Highway 99; undertaking a highway intersection study; addressing the challenges of the Vancouver/YVR bus service; and expanding the free transit pilot to Saturdays and Sundays and festival weekends. Developing solutions ‘like we had during the Olympics’ was read quite often in the comments.

<sup>1</sup> Question answer responses include strongly do not support, do not support, neutral, support and strongly support. Overall support includes support and strongly support responses.

Other actions receiving over 50% support include: testing bicycle valet parking for events and weekends; investigating car counters and lot full signs for the Whistler Conference Centre parking; implementing the recommendations of the 2016 Whistler Parking Study; encouraging the use of private parking lots by visitors; and developing a parking app.

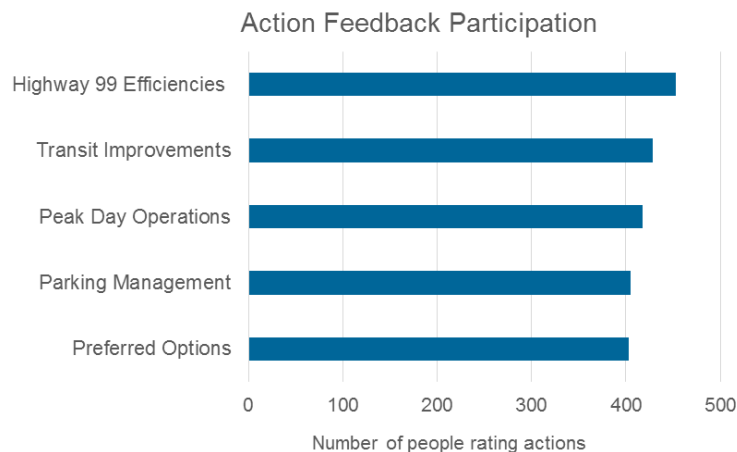


Survey participants were certainly engaged in this topic with many of them providing detailed comments for each of the strategies and the overall topic of transportation. Many of the comments about existing and new actions spanned across multiple strategies. The comments most frequently suggested were: improving local public transportation (better schedules, lower cost (free), special lanes, YVR/Vancouver train); implementing parking solutions (park and ride bus or gondola, more parking, pay parking, and resident parking options); lanes on Highway 99 through Whistler (counter flow lanes, HOV lanes, more lanes in general); as well as many specific suggestions for intersections. Medium and long-term action suggestions often mirrored the short-term action themes but with additional detail and commitment.

It is clear from the survey participation that that many people want to contribute to this conversation on both short-term and medium/long-term actions.

## LEVEL OF FEEDBACK BY STRATEGY

Both the survey and the forum sought feedback on the five strategies and associated actions. A total of 517 people participated in the survey with a large majority of them indicating their level of support for the actions. Feedback on actions was relatively equal among the strategies with about 453 respondents commenting on Highway 99 Efficiencies, 428 commenting on Transit Improvements, 418 commenting on Peak Day Operations Plan, 405 commenting on Better Parking Management, and 403 commenting on Preferred Transportation Options.



Survey participants were also asked to provide open-ended comments to the following questions:

*What would make these actions more effective?*

And

*Are there any short-term actions that are missing from this Strategy Area?*

Participation in the open-ended comment questions was generally lower than in the level of support questions. The number of comments varied somewhat between the strategies with Highway 99 Efficiencies receiving the greatest number of comments (304) and Preferred Transportation Options receiving the least at just 115.



The following section provides detailed results for each action under each individual strategy as well as a summary of the comments received.

## Detailed Strategy Feedback

### HIGHWAY 99 EFFICIENCIES

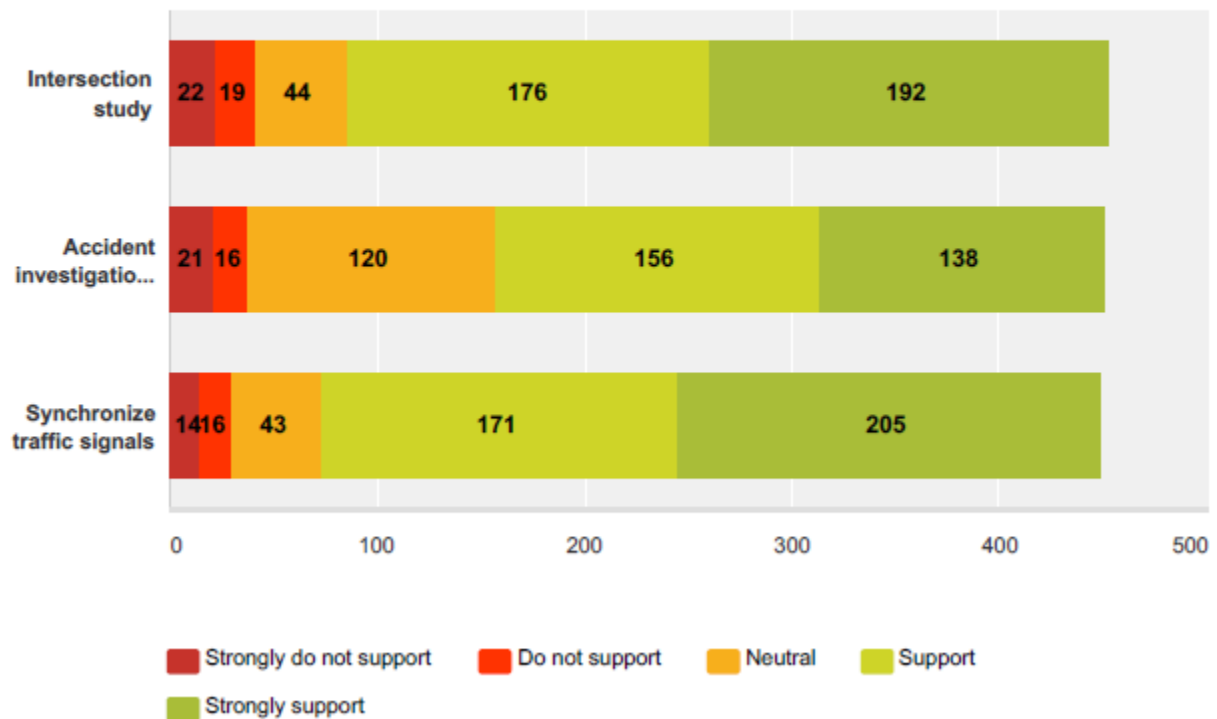
#### SURVEY FEEDBACK

#### LEVEL OF SUPPORT

Survey participants were generally supportive of the Highway 99 Efficiencies' actions with the most support for intersection solutions such as an intersection study and synchronizing intersection lights. The majority of participants also supported accident investigation work but support was not as strong as it was for the other two actions. Transportation Community Forum poster feedback (using sticky dots to indicate preferences) were also mostly supportive of the three actions.

#### Q4 What is your level of support for each of the following actions:

Answered: 453 Skipped: 59





## SUMMARY OF “WHAT WOULD MAKE ACTIONS MORE EFFECTIVE?”

Comments mainly provided specific tactics and tools to consider as part of the actions for this strategy. Most comments focused on intersection improvements and there was also a large number of suggestions directed toward improved transit as well as ‘action’ versus more studies.

- Improve intersections (44 comments)
  - a. Adjust or synchronize traffic signals/lights depending on flow/peak times, remove lights (25 comments)
  - b. Pedestrian bypasses over or under (15 comments)
  - c. Support for roundabouts at intersections, a few unsupportive (13 comments)
  - d. Access to residential subdivisions (6 comments)
- Improved public transportation services and other preferred modes (18 comments)
  - a. Better options (8 comments)
  - b. Trail / Rail options (4 comments)
  - c. Park & Ride (4 comments)
  - d. Bus lane (3 comments)
  - e. Bike lanes (2 comments)
  - f. Free shuttle (1 comment)
- Use 3<sup>rd</sup> lane as an alternate counter flow lane (13 comments)
- More lanes for traffic, for example like during the Olympics (10 comments)
- Traffic flaggers at peak times (4 comments)
- Improve turn lanes into residential subdivisions (3 comments)
- Better snow removal (2 comments)
- Better snow tire checks (2 comments)
- Avoid highway closures – reduce time ( 2 comments)
- No left turn during peak times (1 comment)
- Toll highway (1 comment)
- Charge to park in lots 4 & 5 (1 comment)
- Parking and ski base at Cheakamus (1 comment)
- Build a bypass through Westside Road (1 comment for and 1 against)
- Other (43 comments)
  - a. More action, enough studies (19 comments)
  - b. More information needed, study low/peak times (5 comments)
  - c. Accident investigation, mixed support ( 4 comments)
  - d. Olympic strategy revisited (3 comments)
  - e. Engagement (2 comments)

**2017 Proposed Short-Term Actions**

**Tell us what you think!** Hwy 99 Efficiencies

Place a sticky dot along each scale to indicate your level of support for each action:

☹️ \_\_\_\_\_ ☺️  
Not at all supportive      Completely supportive

1. Undertake highway intersection study to explore ways to increase movement of people and goods through all signalized and unsignalized intersections (including exploring road line re-alignment to allow easier exits and highway crossings from subdivisions as well as where can roundabouts increase traffic flow in Whistler).  
\_\_\_\_\_
2. Implement accident investigation study recommendations to improve accident investigation times.  
\_\_\_\_\_
3. Explore synchronizing traffic signals along Highway 99 in both winter and summer.  
\_\_\_\_\_

*Handwritten sticky note:* you need to ask this question ??? duff

*“Biased lights to improve flow during busy periods. i.e. lights biased southbound from 3pm to 6 Saturdays and Sundays and any other days when an event is on.”*

- f. Target priority intersections (1 comment)
- g. Info already available (police reports, DriveBC, ICBC) (1 comment)
- h. General, observations or unclear (7 comments)

## SUMMARY OF “ARE THERE ANY SHORT-TERM ACTIONS THAT ARE MISSING FROM THIS STRATEGY AREA?”

The majority of responses to this question fell into one of four categories with the top two number of comments relating to additional lanes/counterflow or improved public transit options. Intersection solutions such as traffic light adjustments or manual traffic control options made up the next most frequented comments.

- Three lanes or more with an alternate counter flow lane or express bus lane (29 comments)
- Public transportation (28 comments)
  - a. Improved / free/reduced price shuttle bus (12 comments)
  - b. Park and ride shuttle bus services (6 comments)
  - c. Train / rail service (5 comments)
  - d. Commuter bus service (3 comments)
  - e. Express bus lane (2 comments)
- Traffic lights (23 comments)
  - a. Synchronize (16 comments)
  - b. Remove delayed left turn at Function (3 comments)
  - c. Other (2 comments)
  - d. Change Function and Creekside lights - longer waits but allow traffic to flow two ways always (1 comment)
- Manual traffic control with flaggers during peak times (20 comments)
- Creekside intersection improvements (6 comments)
- Better snow removal (6 comments)
- Snow tire enforcement (5 comments)
- Roundabouts at intersections (5 comments)
- Pedestrian bypass overpass/underpass (3 comments)
- More action (3 comments)
- Bike lanes on highway / from Cheakamus to Village (3 comments)
- Alta Lake Road bypass route (2 comments)
- Move services from Function closer to the Village (2 comments)
- Gondola access from Cheakamus (2 comments)
- Toll highway (2 comments)
- Traffic law and parking enforcements (2 comments)
- Pay parking in all lots (2 comments)
- Widen highway (2 comments)
- Better road lines / markings (2 comments)
- Use right turn lane to village gate over golf course bridge (2 comments)
- Need long-term plan (1 comment)
- Sign on highway advising of parking limits (1 comment)

*“Use the additional lane of the highway (created for the Olympics) as an HOV lane that switches direction based on traffic volume at different times of day”*

- Commuter parking lot in Function (1 comment)
- Widen village gate/northlands intersection to allow for right hand merge (1 comment)
- Ensure that bus stops on the highway are aligned with valley trail or other pedestrian access points (1 comment)
- Fix flooding on Highway 99 at Alta Vista (1 comment)
- Coordinate with existing sources of accident information (1 comment)
- Linking neighbourhoods (1 comment)

Notable action additions from the community forum: Incent users to not use private cars; host a local accident investigation team; regional transit.

## SUMMARY OF COMMUNITY FORUM TABLE DISCUSSIONS

Similar to the online survey the roundtable conversations indicated the most support for intersection studies and traffic signal synchronization. There was a feeling from the group that accident investigation times can only be improved marginally. Accidents, while having a significant impact on traffic, occur far less frequently than congestion. There was also a feeling by some that light signal changes have been tried in the past with little impact. Action ideas were quite specific and matched the categories of actions captured in the online survey, such as reworking intersections, optimizing traffic signals, adjusting lanes on the highway for traffic or buses, and highway safety improvements.

## TRANSIT IMPROVEMENTS

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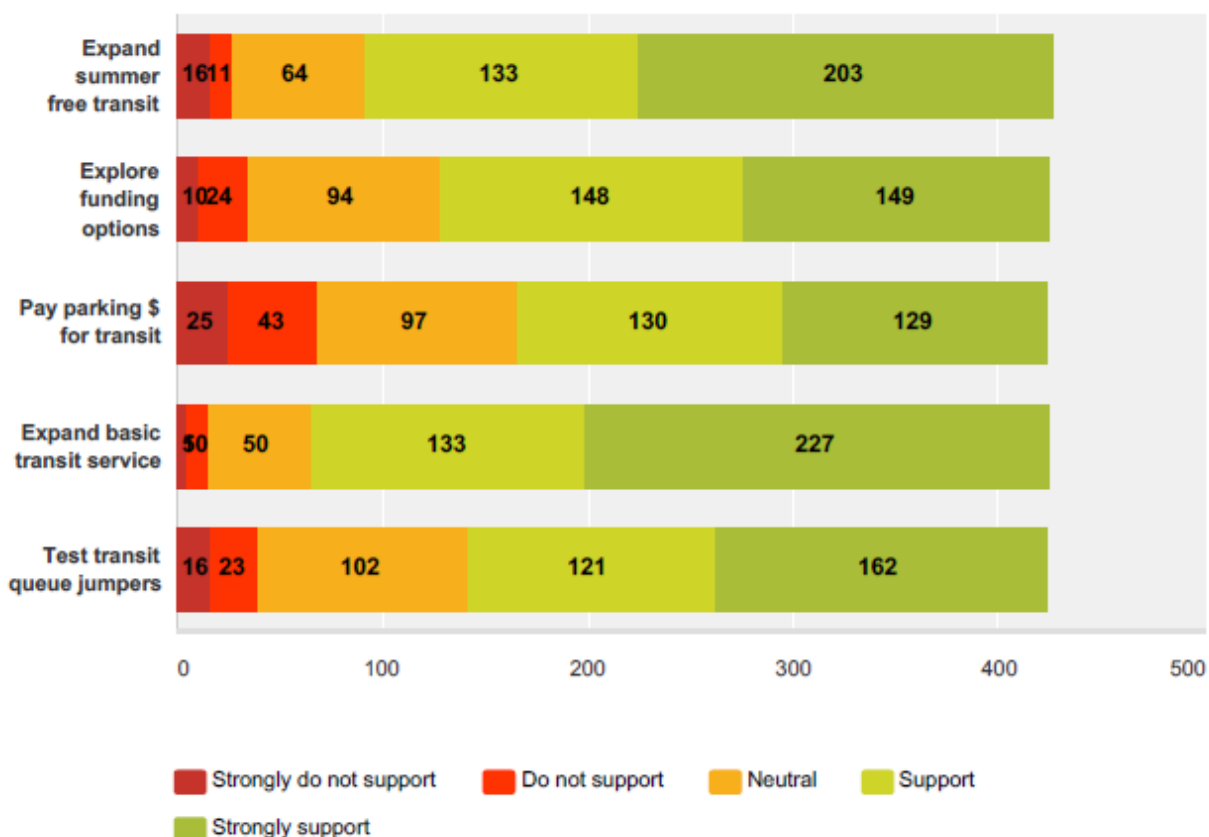
### SURVEY FEEDBACK

#### LEVEL OF SUPPORT

Survey participants were supportive of some of the Transit Improvements actions with the most support for transit expansion actions such as expanding the basic level of service and expanding summer free transit opportunities on weekends. The majority of participants also supported exploring funding options to reduce the cost to users and testing queue jumper lanes in the summer, but support was not as strong as it was for the expansion actions. Using pay parking revenue to reduce transit fares was supported by the majority of respondents (62% supported or strongly supported).

## Q7 What is your level of support for each of the following actions:

Answered: 428 Skipped: 84



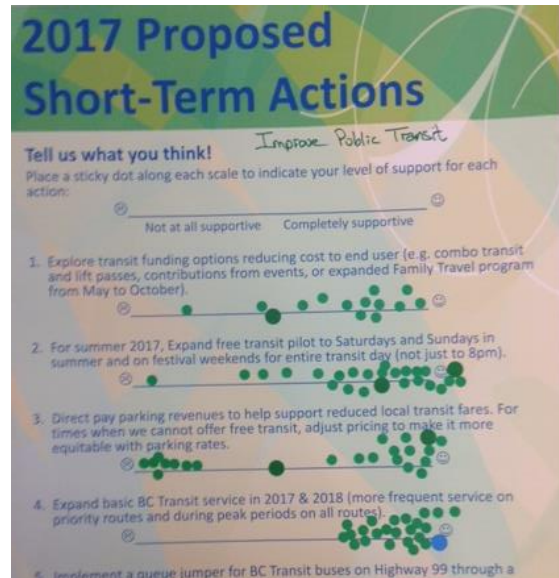
### SUMMARY OF “WHAT WOULD MAKE IT MORE EFFECTIVE?”

Not surprisingly, most comments related to changes to bus services. The most frequent comments focused on making the bus service more attractive (especially compared to automobiles), including incentives or less expensive services and improving the frequency of service and schedules both within and to/from Whistler.

- Bus service (62 comments)
  - a. More incentives, cheaper or free service (22 comments)
  - b. Better frequency / scheduling, more consistent seasonally (16 comments)
  - c. Highway express service in Whistler (8 comments)
  - d. More commercial bus services from Vancouver, Squamish and Pemberton (12 comments)
  - e. Park and ride shuttle from Cheakamus (10 comments)
  - f. Should save time and money compared to driving (3 comments)
  - g. Dog friendly (3 comments)
- Expand highway or express lane for busses and cabs (HOV) (19 comments)

- Pay parking in all lots / no free parking (8 comments) [2 comments against pay parking in lots 4&5]
- Monthly parking pass should cost way more than bus pass (4 comments)
- Queue jumping not in favour / won't work (3 comments)
- Train service (2 comments)
- Transit is not the issue / should not be the focus (3 comments)
- Higher capacity buses (1 comment)
- Work with the provincial government and TransLink on expanding the Compass system to BC Transit regions including Whistler, Pemberton, and Squamish. (1 comment)
- Every parking meters and stations should be equipped with a multipurpose contactless reader for mobile (including Apple Pay, Android Pay, Samsung Pay, Microsoft Wallet, Huawei Pay, MI Pay, AMEX Pay, and more) (1 comment)
- Need to enforce queue jumping (1 comment)
- No concerts or events (1 comment)

Notable action additions from the community forum: none



*“Transit **MUST** be the faster, cheaper alternative to driving and parking if people are going to choose it over the status quo.”*

#### SUMMARY OF “ARE THERE ANY SHORT-TERM ACTIONS THAT ARE MISSING FROM THIS STRATEGY AREA?”

The majority of responses focused on adjusting bus services and the expansion of service up and down Highway 99. Counterflow or 3<sup>rd</sup> lanes for buses were also recommended in order to help facilitate easier transit movement during congested periods.

#### Public transportation (50 comments)

- h. Better scheduling, more frequent, better routes (14 comments)
- i. Commuter buses to Squamish (Pemberton), not just peak times, affordable (12 comments)
- j. Whistler highway express bus service, Emerald to Function (11 comments)
- k. Free shuttle / cheaper buses (free kids) (9 comments)
- l. More bike racks + kids bikes (4 comments)
- m. Offer more payments options (1 comment)
- n. Spring Creek bus stop (1 comment)
- o. Trains (1 comments)
- p. Safer bus stops on the highway in both directions (shelter) (1 comment)
- q. Study on how to vastly improve highway pedestrian safety where people have to walk along or across the highway to access bus stops. (1 comment)
- r. Allow people to take garbage, compost, and recycling in leak proof containers that can fit on ones lap. (1 comment)

*“I’ve always been curious about running a pilot where we get rid of all the bus routes and the schedule and just have all the busses drive up and down the highway via the Village and Creekside”*

- 3rd lane contraflow (7 comments)
- HOV lane (including taxis) (7 comments)
- Pay parking in all lots, money funds: public transit improvements, flaggers, 3rd lane (7 comments)
- Park and ride service from Cheakamus (4 comments)
- Tourism strategy tax day-trippers / attract multi-day visitors (4 comments)
- Question about queue jumper / request for definition (3 comments)
- Use Blackcomb gondola + parking in lots 6-8 in summer (2 comments)
- Better communication / awareness building campaign (2 comments)
- Roundabouts at all intersections (1 comment)
- Pedestrian bypass (1 comment)
- Remove bike lanes on highway (1 comment)
- Allow Uber (1 comment)
- Signs on highway in North Vancouver warning of travel times (1 comment)
- How will you do that, give timed receipts on the bus to match parking rates? (1 comment)

Notable action additions from the community forum: valley wide gondola services; better lighting, improved access to bus stops and better bus stop lighting. The remaining additions from the forum primarily relate to Highway 99 efficiencies such as roundabouts; intersection improvements and traffic routing.

## SUMMARY OF COMMUNITY FORUM TABLE DISCUSSIONS

Similar to the online survey the roundtable conversations indicated the support for expanding free transit to weekends in the summer for the entire day, and to expand basic transit service in 2017 and 2018. Both groups at the forum were more supportive of implementing a pay parking fund to help support reduced transit fares than the survey respondents. Exploring other funding options received mixed support with more support for funding contributions from events and expanding the family travel program than an approach involving combo lift/transit pass ticket contributions. Queue jumper lane support was also mixed, with support from one group and some concern from the other with respect to how it would increase the wait time for cars.

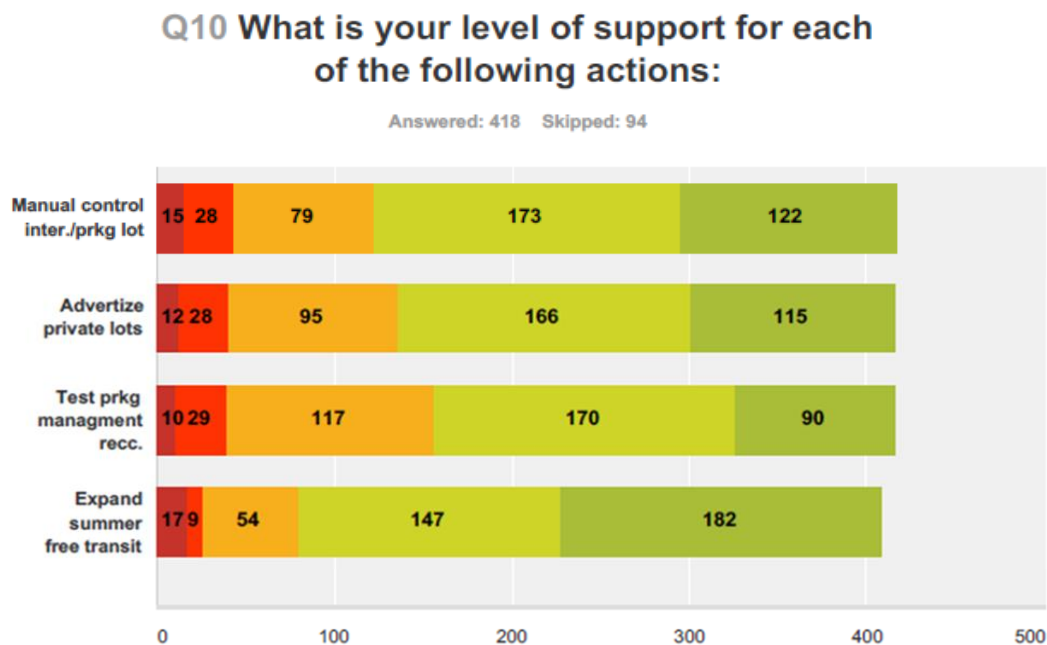
Communication actions for transit improvements included promoting existing services locally (e.g. family travel program) and regionally to visitors, making the Whistler Transit System schedule more user friendly, promoting the 'thanks for the brake' rules and using social media.

# PEAK DAY OPERATIONS PLAN

## SURVEY FEEDBACK

### LEVEL OF SUPPORT

Survey participants were most supportive of expanding summer free transit opportunities, then of manually controlled intersections and parking lots. A large majority of participants also supported working with private parking lots to advertise and direct traffic to underutilized lots. Survey participants were supportive of testing parking management recommendations.



### SUMMARY OF “WHAT WOULD MAKE IT MORE EFFECTIVE?”

Both parking and transit/gondola solutions topped the list of comments with parking comments relating to using underutilized lots, pricing that is fair and using gondolas or buses to move people around and to the resort. Many comments focused on solutions to reduce traffic in resort with transit and satellite parking and feel that more or easier parking in resort (Creekside to Village) may work against highway capacity issues.

- Pay parking (15 comments)
  - a. Signs showing availability and pricing of alternate parking (4 comments)
  - b. More at Cheakamus (3 comments)
  - c. Free or reduced employee parking (3 comments)
  - d. Increase costs in busy lots (2 comments)
  - e. Taller underground (1 comment)
  - f. Improve tech (1 comment)
  - g. More free parking (1 comment)
- Public transportation (15 comments)



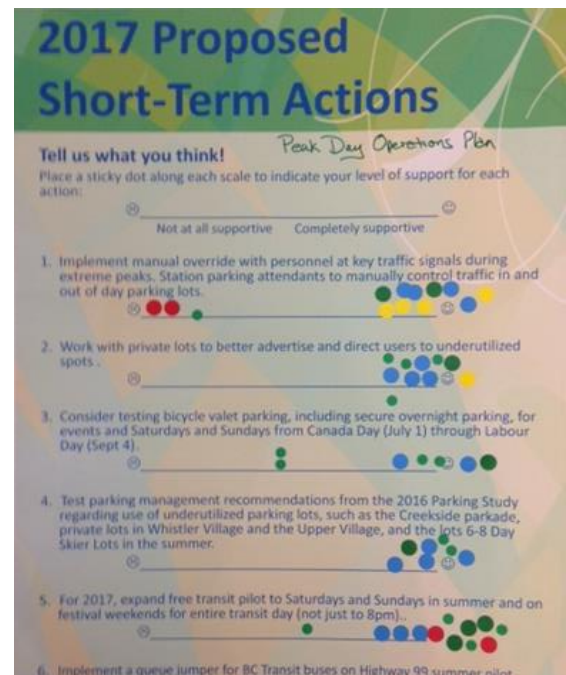
- a. Free (with ski pass) (8 comments)
  - b. Improve services (3 comments)
  - c. Highway express (1 comment)
  - d. Smaller shuttles for subdivisions (1 comment)
  - e. Reduce fares (1 comment)
  - f. Train (1 comment)
- Park in lots 6-8 in summer with gondola access / shuttle bus (12 comments)
- Park and ride (9 comments)
- Signs, apps/website to communicate availability of parking (8 comments)
- Reduce traffic (7 comments)
- Manual light override (5 comments for, and 1 comment against)
- Expand highway (4 comments)
- Flaggers (3 comments for, and 1 comment against)
- Creekside parking issues (flaggers/expand) (2 comments)
- Traffic lights synchronized (1 comment)
- Remove lights from intersections (1 comment)
- Shuttle bus attendant (1 comment)
- Tourist tax (1 comment)
- Other: need long-term plan, don't help commercial lots, negative comments (9 comments)

Notable action additions from the community forum: Adding roundabouts, better transportation options from Vancouver.

### SUMMARY OF “ARE THERE ANY SHORT-TERM ACTIONS THAT ARE MISSING FROM THIS STRATEGY AREA?”

Parking availability, free transit and park and ride solutions in south Whistler represent the top short-term action categories to include under this strategy area.

- Parking (18 comments)
  - a. Build new parking lots (4 comments)
  - b. Parking access issues at Creekside (3 comments)
  - c. Employee parking options (2 comments)
  - d. Pay in all lots (2 comments)
  - e. Increase parking costs, especially monthly passes (2 comments)
  - f. Parking attendants (1 comment for, 1 against)



*“Using alternative parking just causes more issues further down the highway. Why give out free buses on just the weekend.”*



- g. RV only parking area (1 comment)
- h. New parking technology / revenue options (1 comment)
- Public transportation [free] (7 comments)
- Park and ride from Callaghan or Cheakamus (6 comments)
- Communication: benefits of bussing, incentives, traffic news (5 comments)
- Expand highway (4 comments)
- Park in lots 6-8 and use gondola to access in summer (3 comments)
- Incentives: visitors to leave car at home, carpool parking (2 comments)
- Events impact / free shuttle (2 comments)
- Study (rental cars from airport) (2 comments)
- Need new signage (1 comment)
- Expand Valley trail (1 comment)

*“Consider a multi-level parking structure south of Whistler that also provides a frequent shuttle service to only 2 stops, Creekside and the Village.”*

Notable action additions from the community forum: Increased transit services in Whistler and on Highway 99, ability to bring more items on the bus (e.g. bikes)

## SUMMARY OF COMMUNITY FORUM TABLE DISCUSSIONS

Roundtable participants overwhelmingly supported manually controlling both intersections and parking lot flow during peak days to help manage traffic flow in and out of the resort. Testing parking recommendations and free transit on weekends in the summer received the next greatest level of support. Queue jumper lanes and working with private parking lot owners received lower levels of support, with the bicycle valet parking receiving the lowest level of support.

Participants felt that most bike riders are self-sufficient and that a bicycle valet parking service would offer little value and impact. Participants felt that, with the limited amount of road space, queue jumper lanes may lead to an increase in congestion for private vehicles rather than a decrease overall congestion. Support for queue jumpers would increase if it was shown not to impact the existing traffic congestion by limiting space on the road. In fact there was support for implementing a counter flow strategy quickly using cones and personnel to help manage traffic flow on peak days. Other short term actions focused on limiting usage of parking lots for events and on using southern parking lots with shuttle services. Ensuring that accommodation providers communicate the pedestrian nature of the Village to guests before they arrive could also help to reduce the number of visitor private cars on the highway and taking up parking spaces.

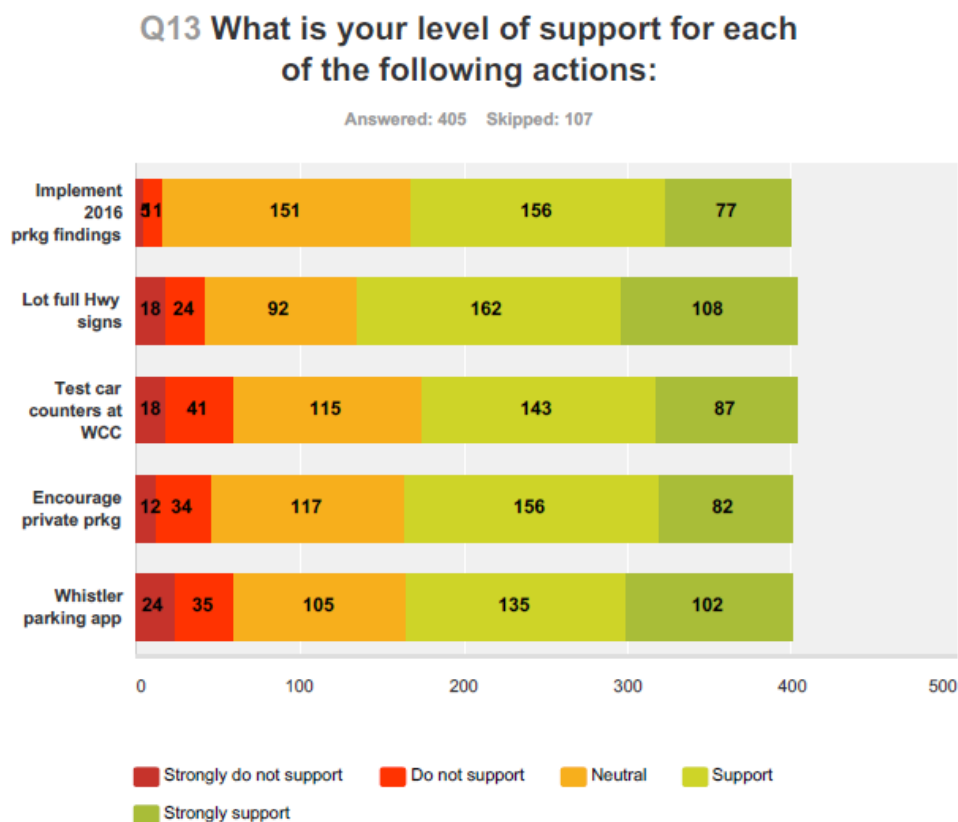
Top medium to long term actions included a median barrier to reduce traffic incidents on the highway and adding counter-flow lanes.

## BETTER PARKING MANAGEMENT

### SURVEY FEEDBACK

#### LEVEL OF SUPPORT

A higher percentage of respondents chose Neutral and indicated they wanted more information especially regarding Parking Actions. Adding signs on the highway indicating parking lot vacancy levels received the most support while all the other actions received relatively equal levels of support.



#### SUMMARY OF “WHAT WOULD MAKE IT MORE EFFECTIVE?”

Parking management comments favoured parking availability signs over parking app solutions and highlighted the importance of less traffic along with park and ride or transit solutions. Comments also included changes to current parking services such as more parking availability, expanding pay parking, local/employee discounts, and enforcing current parking regulations.

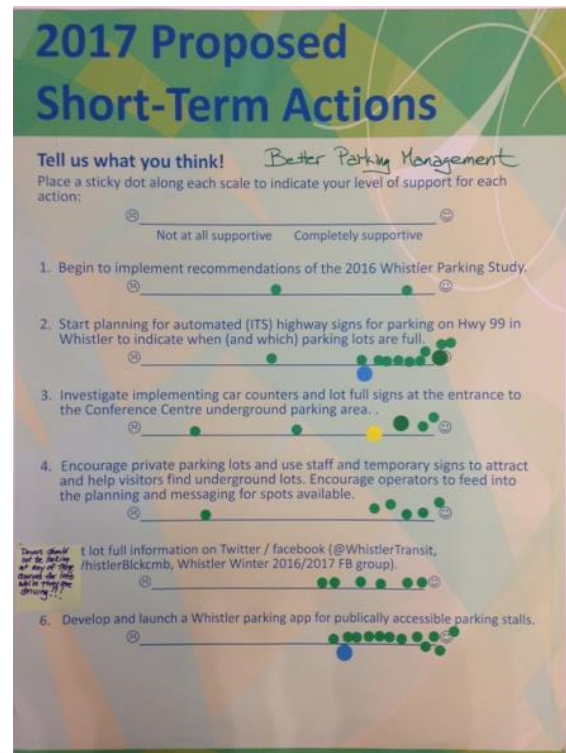
- Parking app (19 comments)
  - a. No app (12 comments)
  - b. Incorporate in existing app (4 comments)
  - c. Support (3 comments)
- Parking availability signs on highway (11 comments)

- Reduce traffic - no more parking (9 comments)
- Park and ride (6 comments)
- Build more parking (5 comments)
- Take action (5 comments)
- Encourage public transit (4 comments)
- Pay parking in all lots / increase price depending on demand (4 comments)
- Offer incentives (3 comments)
- Enforce parking regulations / reduce max time (3 comments)
- Need more info on parking study (3 comments)
- Resident/employee parking area/discount (3 comments)
- Investigate underutilized/non-visible lots (2 comments)
- No more signs (2 comments)
- Parking attendants (1 comment)
- Consistent pay stations (1 comment)
- Day-tripper tax (1 comment)
- Coordinate with private lot owners (1 comment)
- New parking designed with egress in mind (1 comment)
- Expert help (1 comment)
- Gondola (1 comment)

Notable action additions from the community forum: none

#### SUMMARY OF “ARE THERE ANY SHORT-TERM ACTIONS THAT ARE MISSING FROM THIS STRATEGY AREA?”

- Park and ride (4 comments)
- More parking (3 comments)
- Resident / employee parking options [hotels] (3 comments)
- Highway sign showing availability (2 comment for, and 1 against)
- Take action (2 comments)
- Charge in all parking lots (2 comments)



*drivers would need to look at. Visible and up to date signage is more effective. Signage must react to spots being freed up when people leave otherwise everyone will ignore them."*

- Flaggers (2 comments)
- Gondola park in lots 6-8 (2 comments)
- Increase parking prices to match demand (2 comments)
- Public transportation (2 comments)
- WB should be part of the conversation (1 comment)
- Connect Bayshores with Spring Creek (1 comment)
- Day-tripper tax (1 comment)
- Expand highway (1 comment)
- Lot 5 snow removal (1 comment)
- Parking app (1 comment)
- Pay for parking by phone (1 comment)
- Don't use public money to support commercial (1 comments)
- Preferred parking spots for high occupancy vehicles (1 comment)

*“Implement pay parking in all of the day lots including an option for passes for workforce, and incentives/ reserves spaces for car poolers. The reality is pay parking will help with turnover and use of parking, and is an incentive to get locals to use other modes of transportation.”*

Notable action additions from the community forum: There was concern that some actions especially those related to social media would encourage distracted driving.

## SUMMARY OF COMMUNITY FORUM TABLE DISCUSSIONS

Roundtable conversations focused on general parking issues and specifically the details for implementing the recommendations from the Whistler Parking Study. As such, there was general support for implementing the parking study actions. The remaining actions received strong support, though there was some concern that highway signage may contribute to congestion as drivers slow down to read the signs. This strong support for parking management actions differed somewhat from the survey findings, that didn't have as strong support.

Medium-long term actions focused on general support for simple pricing structures in all Whistler lots. There was strong support for varying parking pricing for local employees vs. residents vs. visitors. Other suggestions included good signage for public lots and using the right technology to support parking.

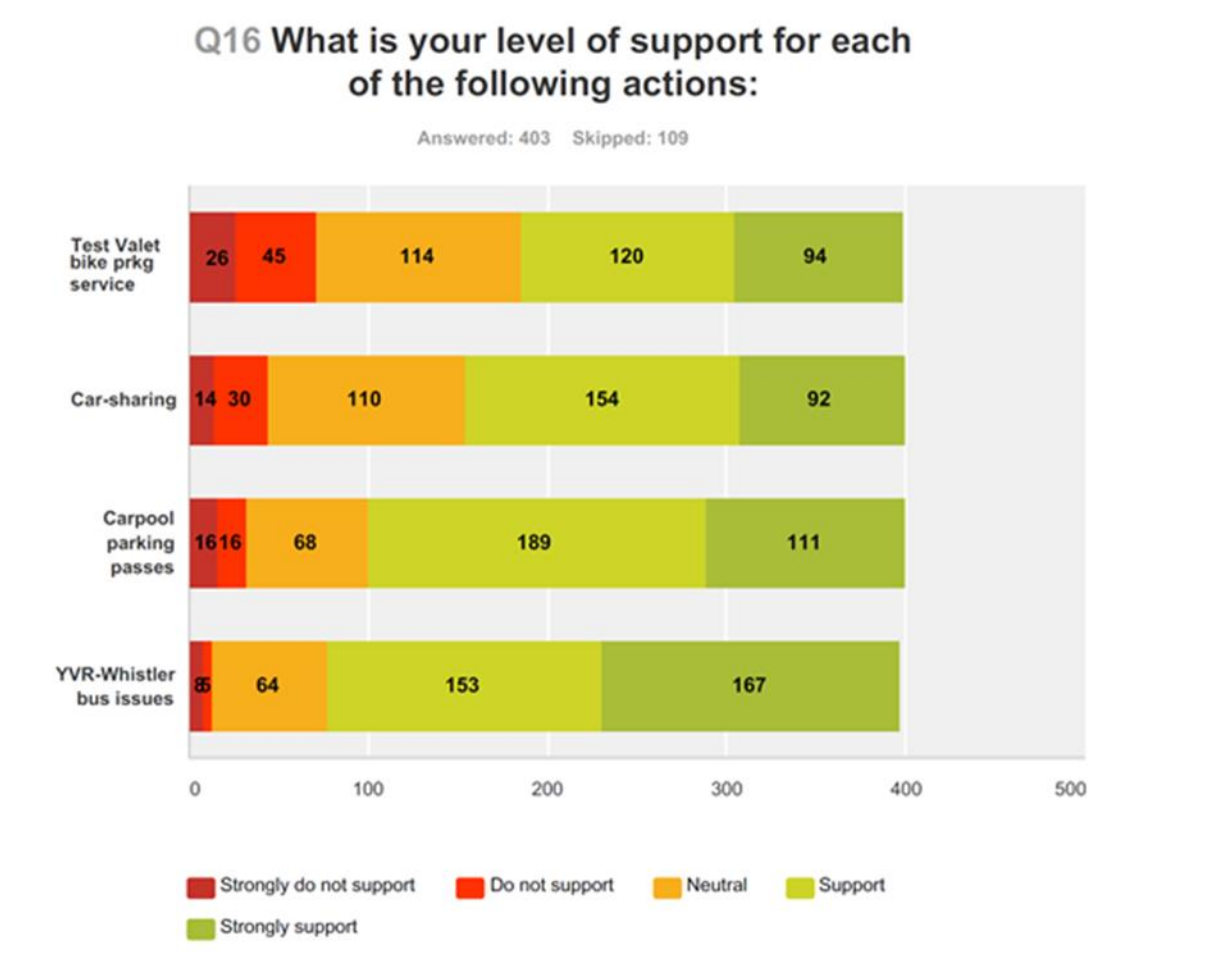
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## PREFERRED TRANSPORTATION OPTIONS

### SURVEY FEEDBACK

#### LEVEL OF SUPPORT

The Preferred Transportation Options actions that received the most support were the ones addressing the cost and location of the Vancouver/YVT to Whistler bus services, and for developing reduced rate parking passes for carpools. Survey participants were supportive, though less enthusiastic, of the proposed bicycle valet parking and the support car-share offerings actions.



#### SUMMARY OF “WHAT WOULD MAKE IT MORE EFFECTIVE?”

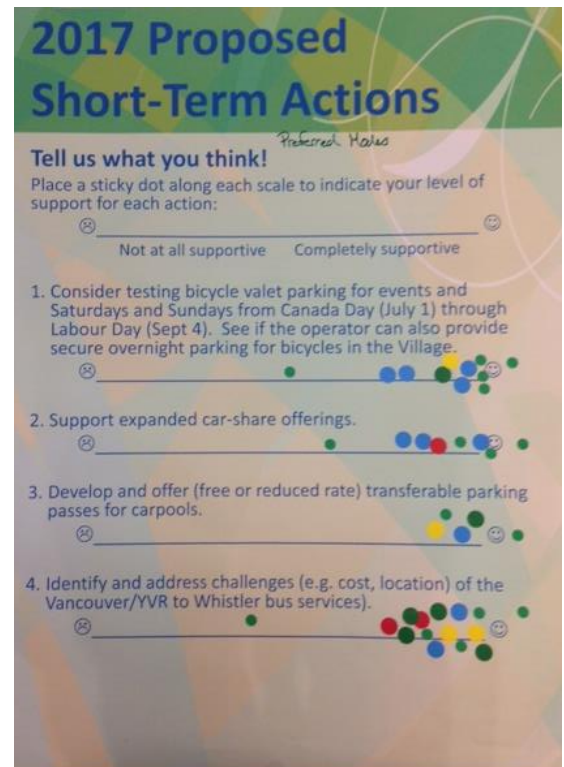
Preferred transportation action comments were quite diverse with most suggestions focusing on better connections to Metro Vancouver and the airport (YVR) as well as improved communications strategies for city/local people to leave their cars at home. Other frequent comments stressed train services or car/ride share programs. Support for the bike valet parking was mixed. People were in favour of “secure” bike parking but felt that a “valet” service involved extra cost and was too restrictive.

- YVR bus service more frequent and affordable (13 comments)
- Use communications strategy to educate people to leave their car at home [city and YVR] (7 comments)
- Train/rail service (6 comments)
- Car/ride share program (5 comments)
- Bike valet (4 comments agree, 5 comments disagree)
- Better bus service from Vancouver (5 comments)
- Transferable carpool parking pass (2 comment for, and 2 comments against)
- More bike racks (4 comments)
- Alternative car rental (Uber, Car2Go) (2 comments)
- Reduce cars (2 comments)
- Higher monthly parking pass costs (1 comment)
- Incentives to walk/bike (1 comment)
- Address local traffic (1 comment)
- Shower are for bikers (1 comment)
- Snow tires on rental cars (1 comment)
- Study local vs. visitor traffic impacts (1 comment)
- Build bus depot at tennis club (1 comment)
- More parking (1 comment)
- Improve Valley/Village commuting bike routes (1 comment)
- Increased safety for pedestrians at intersections, valley trail and highway (1 comment)

Notable actions from the community forum: Emphasis on better bike lanes in subdivisions and raised bike lanes.

#### SUMMARY OF “ARE THERE ANY SHORT-TERM ACTIONS THAT ARE MISSING FROM THIS STRATEGY AREA?”

- Bike racks, infrastructure, incentives, rentals, valet (6 comments)
- Ride/car sharing (6 comments)
- Train service (6 comments)
- Better, more affordable YVR connections (5 comments)
- Squamish/Pemberton bus connections (3 comments)
- Type of visitor day tripper vs multi-day visitor (2 comments)
- Horseshoe Bay connections (2 comments)
- Improve commuter trails/routes (2 comments)
- Better bus service from Vancouver (2 comments)
- Park and ride (1 comment)
- Free shuttle bus (1 comment)
- All info on RMOW website (1 comment)



*“The heart of our problem is too many tourist cars coming into Whistler, both daily and for weekly holidays. If the bus service was better from Vancouver/YVR (cheaper and more frequent - including smaller buses in non-peak hours) then fewer tourist cars will come to Whistler.”*

*“Better valley trail clearing in the winter to allow safer walking and biking and consider more incentives for bikers.”*

- More info needed (1 comment)
- Carpools - make sure they have to prove (by photo) that they had the required passengers that day to get the benefit, otherwise it is ripe for abuse. (1 comment)
- List all YVR and Vancouver bus options on Tourism Whistler website (1 comment)

Notable action additions from the community forum: Planning for electric bikes

### SUMMARY OF COMMUNITY FORUM TABLE DISCUSSIONS

Despite identifying a few challenges, the support for preferred transportation actions focused on improved transit service from YVR to Whistler. The bike valet parking for special events action received the least support of the four actions. Car sharing and carpool parking incentives received about equal levels of support at the table discussions.

Low participation rates at previous bike valet parking locations and concern about the convenience of the bike valet parking locations explained the lower levels of support for this action idea. In order to make it more effective it needs to be tested and piloted so users can better understand it.

Ideas for improving the YVR/Vancouver to Whistler bus action included making it a better option than driving, better communication of the services, and a more organized and efficient system.



## COMMUNICATIONS

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### SUMMARY OF “WHAT WOULD MAKE COMMUNICATIONS EFFECTIVE?”

Not surprisingly, survey participants indicated multiple ways and locations to communicate information and messaging around transportation. The top ideas for communication channels included overhead signs on the highway or day lots, websites such as DriveBC and existing Apps such as Whistler Blackcomb's. Social media and more traditional methods such as newspapers and email were also noted. The majority of other ideas were targeted at the specific strategies such as parking, public transportation and expanding the highway.

- Communication strategies (58 comments)
  - a. Signs overhead highway / day lots (12 comments)
  - b. App [WB, existing] (11 comments)
  - c. Website [RMOW, DriveBC] / cams (10 comments)
  - d. Social media (7 comments)
  - e. Newspapers (7 comments)
  - f. Email (3 comments)
  - g. Target visitors / visitors centre (5 comments)
  - h. Radio (3 comments)
  - i. Buses / bus stops (2 comments)
- Parking (14 comments)
  - a. All lots paid + increase cost (4 comments)
  - b. Don't increase cost (2 comments)
  - c. Employee options (2 comments)
  - d. Expand (1 comment)
  - e. More short-term options (1 comment)
  - f. Counter outside lots showing availability (2 comment)
  - g. Disabled space issues (1 comment)
- Public transportation (13 comments)
  - a. Free or cheaper (4 comments)
  - b. Incentives (3 comments)
  - c. Increased frequency, and based on demand (3 comments)
  - d. Readable schedule and tracking apps (3 comment)
  - e. Improved schedule accuracy (2 comments)
  - f. Allow dogs (1 comment)
  - g. Transit lane (1 comment)
  - h. Include in ski pass (1 comment)
  - i. Express bus (1 comment)
- Expand highway (10 comments, 1 no)
- Trains (6 comments)
- Take action (6 comments)
- Park and ride (5 comments)
- Encourage people from Vancouver to bus (3 comments)
- Free shuttle bus (3 comments)

*“Bus stop signs, Whistler Facebook pages, Pique news, radio, Tourism Whistler, RMOW and WB websites for how to get to Whistler should list all alternative transportation methods for getting to Whistler and travelling within including e-bikes.”*



- Study barriers, traffic flow, etc. (3 comment)
- Offer incentives public transit/walk/bike (4 comments)
- Traffic lights (2 comments)
- Bike valet (2 comments)
- Reduce cars (2 comments)
- YVR bus cheaper/include in ski pass (2 comments)
- Roundabouts (2 comments)
- Gondola + parking in lots 6-8 (2 comments)
- Gondola Cheakamus (1 comment)
- Safe left turns into subdivisions (1 comment)
- Snow tire checks (1 comment)
- Don't close left turn lanes [Creekside] (1 comment)
- Lift ticket includes transit/parking
- No ski drop off area (1 comment)
- Ride share (1 comment)
- Overpass at Bayshores (1 comment)

## OTHER: MEDIUM/LONG-TERM ACTIONS BEYOND 2017

### SUMMARY OF “SUGGESTIONS FOR MEDIUM AND LONG TERM ACTIONS?”

Survey participants provided 244 comments on medium/long-term transportation actions. Expanding the highway and/or adding a third lane received the most comments with 48 in general support of this idea. Train service also continued to be a popular suggestion with 36 comments, and park/ride and public transportation receiving 23 and 22 comments respectively. Increased parking locations combined with comments on increased prices and ‘all paid’ lots also received 18 comments. The remaining popular suggestions related to overpasses, gondolas and regional public transportation.



- Expand highway / 3rd lane (48 comments. 2 no comments)
- Train service (36 comments)
- Park and ride (23 comments)
- Public transportation cheaper/free/more (22 comments)
- Parking more / increase prices / all paid (18 comments)
- Pedestrian bypasses (13 comments)
- Roundabouts (10 comments, 1 no)
- Gondola from Cheakamus (5 comments)
- Squamish/Pemberton/Horseshoe Bay bus service (5 comments)
- Bypass road [Westside] (3 comments)
- Bike lanes on highway (3 comments)

- Gondola + lots 6-8 (3 comments)
- HOV lane (3 comments)
- Traffic lights (3 comments)
- Congestion / day tripper tax (2 comment)
- Move Function services closer to the Village (2 comments)
- Limit visitors (2 comments)
- Expert input (1 comment)
- Stagger inflow and outflow (2 comments)
- Locker room and lockers in village (2 comments)
- WB pays (1 comment)
- YVR service improvements (1 comment)
- Electric bike rental (1 comment)
- Highway toll (1 comment)
- Railway (1 comment)
- Valley-wide Gondola (1 comment)

Notable action additions from the Community Forum include: none

### SUMMARY OF COMMUNITY FORUM TABLE DISCUSSIONS

Actions receiving the most support from the table discussions included: multi-faceted community transit; HOV lanes (all the way to the Village), paid parking directed at transit and a high speed train. Actions receiving the least support from the discussions included: more lanes for cars only; and a regular speed train. Other comments included: limiting development south of Creekside to reduce congestion; moving commercial goods to train; more lanes would just fill up Whistler faster; and reducing trips to Function.

## OTHER: GENERAL

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### SUMMARY OF “DO YOU HAVE ANY OTHER FEEDBACK REGARDING IMPROVING TRANSPORTATION AROUND WHISTLER?”

Like the feedback for many of the other survey questions, public transportation related comments dominated the responses. A highway express bus, safe routes to bus pick up drop of areas, more buses and cheaper fares made up a few of the other top public transportation comments. Widening the highway in some configuration was noted again in this section as were parking actions such as making all parking lots pay for use.

- Public Transport (40 comments)
  - a. Highway express bus (10 comments)
  - b. Pedestrian safety: route to buses (7 comments)
  - c. More buses (6 comments)
  - d. Free/cheaper buses (6 comments)
  - e. Rail system (5 comments)
  - f. Commute services to Pemby and Squamish (4 comments)
  - g. Improve access to bus stops from subdivisions (2 comments)
  - h. Bus lane (2 comments)
  - i. Dogs on buses (2 comments)
  - j. Other: app hard to use, more bike racks, Black Tusk, bus depot, Vancouver service.
- Widen highway (15 comments for, 2 against)
- Take action (11 comments)
- Parking (10 comments)
  - a. All paid lots (4 comments)
  - b. More parking (4 comments)
  - c. Increase prices (1 comment) / Don't increase parking prices (3 comments)
  - d. Seasonal restrictions (1 comment)
- Look after local needs/local traffic routes (10 comments)
- Bike (electric, highway path, storage, promote) (5 comments)
- Focus on visitors traffic/peak times (4 comments)
- Gondola access (4 comments)
- Traffic lights (4 comments)
- Roundabouts (3 comments)
- WB input needed (2 comments)
- Clear foot paths (2 comments)
- Look at leading communities/countries for inspiration (Japan/Europe) (2 comments)
- Toll highway (2 comments)
- At capacity / limit growth (2 comments)
- Improve highway (1 comment)

- Affordable housing near Village (1 comment)
- More engagement (2 comments)
- - Park and ride (5 comments)
- - Reduce traffic (3 comments)
- - Move Function Junction services closer to the Village (2 comments)
- - No more big/free events (2 comments)
- - Traffic law enforcement (2 comments)
- - Ride share (1 comment)
- - Stakeholders ride transit for a week (1 comment)
- - Fences along highway (1 comment)



## REPORT | INFORMATION REPORT TO COUNCIL

**PRESENTED:** May 9, 2017  
**FROM:** Resort Experience  
**SUBJECT:** PLANNING AND BUILDING DEPARTMENTS APPLICATION ACTIVITY  
REPORT – 2017 1<sup>st</sup> QUARTER

**REPORT:** 17-044  
**FILE:** 7076.01

### COMMENT/RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

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

### RECOMMENDATION

**That** Council receive Information Report to Council No.17-044 summarizing the Planning Department and Building Department application activity for the first quarter of 2017.

### REFERENCES

Appendix A – Table A.1: Planning Department New Applications By Type  
Table A.2: Planning Department Application Processing Status  
Table A.3: Building Department New Applications By Type  
Table A.4: Building Department Application Processing Status  
Table A.5: Summary of Active Rezoning and Development Permit Applications

### PURPOSE

The purpose of this report is to provide Council with an overview of Planning Department and Building Department application activity for the first quarter of 2017. This report also provides additional information on active rezoning and development permit applications.

### DISCUSSION

#### Activity Report

Reporting on Planning Department and Building Department application activity is prepared quarterly for Council, at Council's request. The reporting provides information on the volume of new applications and their processing status for both the Planning and Building Departments.

#### Planning Department

Appendix A.1 shows that the Planning Department received 38 new applications in the 1<sup>st</sup> quarter of 2017. This compares to 45 applications in the 1<sup>st</sup> quarter of 2016.

Of the application types, development permit applications (13) continue to represent the largest number of applications by type, consistent with previous quarterly updates.

Appendix A.2 shows three tables that provide the processing status of new Planning Department applications received in the 1<sup>st</sup> quarter of 2017, outstanding applications from 2016 and their processing status as of the end of the 1<sup>st</sup> quarter, and lastly, the total volume of applications being processed in the 1<sup>st</sup> quarter. In total, the Planning Department had 99 applications in process in the

1<sup>st</sup> quarter of 2017, of which 35 were approved, 0 denied, 4 withdrawn or cancelled, and 60 remained in progress at the end of the 1<sup>st</sup> quarter.

The status of development permits and development variance permits is available on the RMOW website.

### Building Department

Appendix A.3 shows that the Building Department received 301 new applications in the 1<sup>st</sup> quarter of 2017. This compares to 306 new applications in the 1<sup>st</sup> quarter of 2016.

Of the file types, information requests (109) and Building Permits (84) continue to represent the majority of the files.

Appendix A.4 shows three tables that provide the processing status of new Building Department files received in the 1<sup>st</sup> quarter of 2017, outstanding applications from 2016 and their processing status at the end of the 1<sup>st</sup> quarter, and lastly, the total volume of applications being processed in the 1<sup>st</sup> quarter. In total, the Building Department had 691 files in process in the 1<sup>st</sup> quarter of 2017, of which 436 were approved, 0 denied, 14 withdrawn or cancelled, 45 completed or granted occupancy, and 196 remained in progress at the end of the 1<sup>st</sup> quarter.

The status of building permits, plumbing permits, site alteration permits and demolition permits is available on the RMOW website.

### **Rezoning and Development Permit Files**

As requested by Council staff have also prepared a summary table of rezoning and development permit files, including a brief description of the nature of the file, the property location, and processing status. This is intended to give Council more insight into files which are in process and will require Council approvals. This table is presented as Table A.5 in Appendix A.

Of the 34 files, 19 are under active review, 14 are with the applicant to address staff and/or ADP comments, issuance conditions, or bylaw adoption conditions, and one is awaiting Ministry of Transportation and Infrastructure approval of the zoning amendment bylaw prior to bylaw adoption.

### **WHISTLER 2020 ANALYSIS**

<b>W2020 Strategy</b>	<b>TOWARD</b> Descriptions of success that resolution moves us toward	<b>Comments</b>
Built Environment	The built environment is attractive and vibrant, reflecting the resort community's character, protecting viewscales and evoking a dynamic sense of place.	The municipality's Planning and Building policies, regulations and application processes uphold and support this DOS. Quarterly reporting provides information on activity that furthers the DOS.
Built Environment	The built environment is safe and accessible for people of all abilities, anticipating and accommodating wellbeing needs and satisfying visitor expectations.	
Partnership	Residents, taxpayers, businesses and local government hold a shared vision for the resort community and work in partnership to achieve that vision.	
<b>W2020 Strategy</b>	<b>AWAY FROM</b> Descriptions of success that resolution moves away from	<b>Mitigation Strategies and Comments</b>
N/A	N/A	N/A

## **OTHER POLICY CONSIDERATIONS**

Planning and building applications are processed consistently with established municipal procedures and legislated requirements. The Planning and Building Departments maintain on-going project tracking to monitor and manage work flow and project assignments.

## **BUDGET CONSIDERATIONS**

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

The processing of applications by the Planning and Building Departments also generates revenues to the municipality associated with these processing activities. The amounts of these revenues also reflect the level of application activity. In 2017, the Planning Department has budgeted \$156,000 and the Building Department has budgeted \$854,221 in revenues associated with application processing fees and staff recoverables. Comparison of revenues to budget will be provided in the 2017 year-end activity report.

Review and monitoring of application volumes also factor into staff resourcing.

## **COMMUNITY ENGAGEMENT AND CONSULTATION**

This report provides publicly available information regarding Planning and Building Department application activity on a regular and on-going basis.

## **SUMMARY**

This report presents an overview of Planning and Building Department application activities for the 1<sup>st</sup> quarter of 2017. This report also provides additional information on active rezoning and development permit applications.

Respectfully submitted,

Melissa Laidlaw  
SENIOR PLANNER  
for  
Jan Jansen  
GENERAL MANAGER OF RESORT EXPERIENCE

**Table A.1**  
**Planning Department**  
**New Applications Received By Type**

<b>Type</b>	<b>Q1-2017</b>	<b>2017 YTD</b>	<b>Total 2016</b>
Antenna Siting	0	0	0
Blackcomb Benchland Permit	0	0	0
Board of Variance	1	1	10
Covenant Modification	3	3	19
Crown Referral	2	2	10
Development Permit	13	13	60
Development Variance Permit	3	3	11
Land Use Contract	0	0	13
Liquor Licence	6	6	24
Official Community Plan	0	0	0
Rezoning	5	5	12
Section 524 (floodplain)	0	0	2
Sign Permit	5	5	40
Temporary Use Permit	0	0	4
<b>TOTAL Planning</b>	<b>38</b>	<b>38</b>	<b>205</b>



**Table A.2**  
**Planning Department**  
**Application Processing Status**

**New Applications Received in 2017 - Q1**

Type	Q1-2017	2017 YTD	Approved	Denied	Withdrawn/ Cancelled	In Progress
Antenna Siting	0	0	0	0	0	0
Blackcomb Benchland Permit	0	0	0	0	0	0
Board of Variance	1	1	1	0	0	0
Covenant Modification	3	3	0	0	0	3
Crown Referral	2	2	2	0	0	0
Development Permit	13	13	7	0	0	6
Development Variance Permit	3	3	0	0	3	0
Land Use Contract	0	0	0	0	0	0
Liquor Licence	6	6	5	0	0	1
Official Community Plan	0	0	0	0	0	0
Rezoning	5	5	0	0	0	5
Section 524 (floodplain)	0	0	0	0	0	0
Sign Permit	5	5	3	0	0	2
Temporary Use Permits	0	0	0	0	0	0
<b>TOTAL</b>	<b>38</b>	<b>38</b>	<b>18</b>	<b>0</b>	<b>3</b>	<b>17</b>

**2016 Applications Processed in 2017 - Q1**

Type	Q1-2017	2017 YTD	Approved	Denied	Withdrawn/ Cancelled	In Progress
Antenna Siting	0	0	0	0	0	0
Blackcomb Benchland Permit	0	0	0	0	0	0
Board of Variance	1	1	1	0	0	0
Covenant Modification	11	11	2	0	0	9
Crown Referral	3	3	0	0	0	3
Development Permit	17	17	7	0	0	10
Development Variance Permit	4	4	2	0	0	2
Land Use Contract	13	13	3	0	0	10
Liquor Licence	3	3	2	0	0	1
Official Community Plan	0	0	0	0	0	0
Rezoning	5	5	0	0	1	4
Section 524 (floodplain)	2	2	0	0	0	2
Sign Permit	2	2	0	0	0	2
Temporary Use Permit	0	0	0	0	0	0
<b>TOTAL</b>	<b>61</b>	<b>61</b>	<b>17</b>	<b>0</b>	<b>1</b>	<b>43</b>

**Total 2016 and 2017 Applications in Process 2017 - Q1**

Type	Q1-2017	2017 YTD	Approved	Denied	Withdrawn/ Cancelled	In Progress
Antenna Siting	0	0	0	0	0	0
Blackcomb Benchland Permit	0	0	0	0	0	0
Board of Variance	2	2	2	0	0	0
Covenant Modification	14	14	2	0	0	12
Crown Referral	5	5	2	0	0	3
Development Permit	30	30	14	0	0	16
Development Variance Permit	7	7	2	0	3	2
Land Use Contract	13	13	3	0	0	10
Liquor Licence	9	9	7	0	0	2
Official Community Plan	0	0	0	0	0	0
Rezoning	10	10	0	0	1	9
Section 524 (floodplain)	2	2	0	0	0	2
Sign Permit	7	7	3	0	0	4
Temporary Use Permit	0	0	0	0	0	0
<b>TOTAL</b>	<b>99</b>	<b>99</b>	<b>35</b>	<b>0</b>	<b>4</b>	<b>60</b>

**Table A.3**  
**Building Department Department**  
**New Applications Received By Type**

<b>Type</b>	<b>Q1-2017</b>	<b>2017 YTD</b>	<b>Total 2016</b>
Building Permit	84	84	321
Comfort Letter	1	1	12
Fireplace Permit	0	0	6
Information Request	109	109	481
Red File	4	4	29
Plumbing Permit	79	79	286
Demolition	12	12	45
Site Alteration	12	12	44
<b>TOTAL Building</b>	<b>301</b>	<b>301</b>	<b>1224</b>

**Table A.4**  
**Building Department**  
**Application Processing Status**

**New Applications Received 2017 - Q1**

Type	2017 YTD (Q1)	Approved	Denied	Withdrawn / Cancelled	Completed/ Occupancy	In Progress
Building Permit	84	15	0	1	1	67
Comfort Letter	1	0	0	0	1	0
Fireplace Permit	0	0	0	0	0	0
Information Request	0	0	0	0	0	0
Red File	0	0	0	0	0	0
Plumbing Permit	0	0	0	0	0	0
Demolition	0	0	0	0	0	0
Site Alteration	0	0	0	0	0	0
<b>TOTAL Building</b>	<b>85</b>	<b>15</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>67</b>

**2016 Applications Processed in 2017 - Q1**

Type	2017 YTD (Q1)	Approved	Denied	Withdrawn / Cancelled	Completed/ Occupancy	In Progress
Building Permit	278	192	0	7	18	61
Comfort Letter	0	0	0	0	0	0
Fireplace Permit	0	0	0	0	0	0
Information Request	4	0	0	0	4	0
Red File	22	0	0	0	0	22
Plumbing Permit	243	179	0	6	17	41
Demolition	37	30	0	0	4	3
Site Alteration	22	20	0	0	0	2
<b>TOTAL Building</b>	<b>606</b>	<b>421</b>	<b>0</b>	<b>13</b>	<b>43</b>	<b>129</b>

**Total 2016 and 2017 Applications in Process 2017 - Q1**

Type	2017 YTD (Q1)	Approved	Denied	Withdrawn/ Cancelled	Completed/ Occupancy	In Progress
Building Permit	362	207	0	8	19	128
Comfort Letter	1	0	0	0	1	0
Fireplace Permit	0	0	0	0	0	0
Information Request	4	0	0	0	4	0
Red File	22	0	0	0	0	22
Plumbing Permit	243	179	0	6	17	41
Demolition	37	30	0	0	4	3
Site Alteration	22	20	0	0	0	2
<b>TOTAL Building</b>	<b>691</b>	<b>436</b>	<b>0</b>	<b>14</b>	<b>45</b>	<b>196</b>

Table A.5				
Summary of Active Rezoning and Development Permit Applications 2017 First Quarter				
File #	Address	Subject	Application Date	Status
DP001033	VILLAGE GREEN 4154 7	ND: Village - expansion to Beacon Pub (former Citta)	6-Aug-08	Staff reviewing concurrently with RZ1102. Refer to status of RZ1102.
DP001337		ND: Function - development of vacant site with 4 buildings for light industrial, commercial, offices	29-Jan-14	New information received on 3-Apr-17. Under review.
DP001408	INDIGO LANE 8413	ND: Rainbow 12 unit condo development	18-Nov-14	Approved for issuance by Council on 15-Sept-15 subject to conditions. Applicant is working on fulfilling issuance conditions.
DP001440	GOLFERS APPROACH 4111	ND: Village - Tapley's - patio expansion & improvements	8-Apr-15	Applicant addressing 8-Jun-16 staff comments.
DP001442	BLACKCOMB WAY 4295	ND: Village - Whistler Village Centre building and landscape enhancements	20-Apr-15	Approved for issuance by Council on 17-May-16 subject to conditions. Applicant is working on fulfilling issuance conditions.
DP001548	PAINTED CLIFF RD 4865 101	ND: Benchlands - Snowbird - additions into attics, and to add roof dormers and balconies	22-Dec-16	Approved for issuance by Council on 21-Feb-17 subject to conditions. Applicant is working on fulfilling issuance conditions.
DP001551	GLACIER DR 4701 2	ND: Benchlands - Cedar Hollow - proposed one car garage for unit #2	24-Jan-17	Received 24-Jan-17. Under review.
DP001556	INNSBRUCK DR 2011	ND: Creekside - Gateway Plaza - redevelopment of a 2-storey commercial building	9-Feb-17	Staff reviewing concurrently with RZ1132. Refer to status of RZ1132.
DP001562	BLUEBERRY DR 3200	ND: Blueberry - 8 unit townhouse development	4-Apr-17	Received 4-Apr-17. Under review.
LUC00002		Land Use Contract Discharge Division 16 Section 548 LGA	11-Apr-16	RMOW initiated. Under review.
LUC00003				
LUC00004				
LUC00005				
LUC00006				
LUC00007				
LUC00008				
LUC00009				
LUC00010				
LUC00011				
RZ001003	MONS CRT 8069	Mons - Pomroy Property rezone - existing non-permitted uses and proposed new uses	22-Apr-08	Awaiting response from applicant to 2013 request.

File #	Address	Subject	Application Date	Status
RZ001009	GONDOLA WAY 2501	Whistler Creek South -Bunbury lands - zoning for revised 5 lot subdivision, no new BUs required	11-Jan-06	Applicant addressing 06-Jan-17 staff comments.
RZ001073	MONS RD 8021	Mons - Sabre Property zoning to legitimize siting and proposed additional uses and GFA	26-Mar-13	Applicant addressing 16-Mar-17 staff comments.
RZ001094	MCKEEVERS PL 8104	Alpine - Alpine Cafe & Market rezoning for additional GFA, change of use	10-Jul-14	Applicant addressing 12-Jun-15 staff comments.
RZ001102	VILLAGE GREEN 4154 7	Village - Crystal Lodge Restaurant Expansion	30-Jan-15	Applicant addressing 22-Mar-17 staff comments.
RZ001104	LAKE PLACID RD 2121	Creekside - proposed rezoning to permit continued use of existing triplex	20-Feb-15	3rd reading on 9-Jun-15. Applicant working on fulfilling conditions of bylaw adoption.
RZ001118	HORSTMAN LANE 4962	Benchlands - discharge LUC and rezone to RS3	13-Jan-16	3rd reading on 5-Apr-16. Applicant working on fulfilling conditions of bylaw adoption.
RZ001122	BLACKCOMB WAY 4335	Public Gallery Sales	9-Feb-16	RMOW initiated. 3rd reading on 25-Apr-17. Awaiting MOTI approval prior to adoption.
RZ001129	BLACKCOMB WAY 4365 4375	Village - Whistler Olympic Plaza	4-Oct-16	RMOW initiated. Under review.
RZ001131		General administrative zoning amendments	19-Jan-17	RMOW initiated. Under review.
RZ001132	INNSBRUCK DR 2011	Creekside - Gateway Plaza - rezoning to add retail sale of liquor and resident housing use	9-Feb-17	Applicant addressing 17-Mar-17 staff comments.
RZ001133	ALTA LAKE RD 5302	Tyrol Lodge - rezoning to legitimize tourist accommdaiton and residential use	22-Feb-17	Received 22-Feb-17. Under review.
RZ001134		Amendment to Support New Solid Waste Bylaw	3-Mar-17	RMOW initiated. Under review.
RZ001135	NESTERS RD 8040	Nesters Crossing - rezoning to add additional uses to the CTI1 Zone	3-Mar-17	Received 3-Mar-17. Under review. Comments provided to applicant on 25-April-17
RZ001137	SUNDIAL PL 4417 COMM	Village - 4417 Sundial Place - Tratorria - rezoning for additional density	4-Apr-17	Received 4-Apr-17. Under review.



## REPORT | ADMINISTRATIVE REPORT TO COUNCIL

**PRESENTED:** May 9, 2017

**REPORT:** 17- 045

**FROM:** Resort Planning

**FILE:** DP1555

**SUBJECT:** DP1555 – UNIT 20 – 4308 MAIN STREET – BRICKWORKS PATIO

### COMMENT/RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

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

### RECOMMENDATION

**That** Council approve the issuance of Development Permit DP1555 for the proposed outdoor patio at Unit 20 – 4308 Main Street as per the architectural plans A1.0, A2.1-A2.4, A3.1 and A3.2, prepared by Stark Architecture, dated April 26, 2017, attached as Appendix “B” to Administrative Report to Council No.17-045, and a condition of the permit is a summer and winter site plan for the patio and associated terms with specified dates of May 1 to October 31 for summer and November 1 to April 30 for winter; and further

**That** Council direct staff to advise the applicant that prior to issuance of DP1555, the following matters shall be completed to the satisfaction of the General Manager of Resort Experience:

1. Submission of landscaping details to address curb and ground level materials and all finishes.
2. Submission of an acceptable winter site plan that addresses snowshed.
3. Submit a landscape estimate prepared by a landscape architect for the hard and soft landscaping. Provide a letter of credit in the amount of 135% of the approved landscape estimate as security for completion of the works.
4. Adhere to the Whistler Village Construction Management Strategy including provision of a construction site management plan, pre-construction meeting, good neighbor agreement and construction sign posted during construction.
5. A condition of the business licence be that the covered pedestrian walkway be open during the winter from November 1<sup>st</sup> to April 30<sup>th</sup> each year.

### REFERENCES

**Location:** Unit 20 - 4308 Main Street  
**Legal Description:** Lot 220 District Lot 3483 NWD Plan LMS2940  
**Owner:** 4308 Main Street Ltd.  
**Current Zoning:** HA1 (Hotel Accommodation One)  
**Appendices:** 'A' Location Map  
'B' Architectural Plans  
'C' Advisory Design Panel Draft Minutes April 19, 2017  
'D' Site Photos

### PURPOSE OF REPORT

This report seeks Council's approval of the issuance of Development Permit DP1555, an application for a seasonal 37 seat outdoor patio for Brickworks Public House at Unit 20 - 4308 Main Street.

The proposed development is subject to development permit guidelines for the form and character of development, protection of development from hazardous conditions and protection of the natural environment. The development permit is eligible to be delegated to the General Manager for approval of issuance, however the General Manager is recommending consideration of approval of issuance be made by Council concurrently with Administrative Report to Council No. 17-045 for Brickworks' liquor license change to include the proposed patio which requires Council approval.

## **DISCUSSION**

### **Background**

Brickworks is located at Unit 20 - 4308 Main Street in the Delta Whistler Village Suites across from the Whistler Public Library (see Appendix A). The proposed seasonal 37 seat outdoor patio is to be located in front of the existing restaurant in an area currently used as a planter and pedestrian sidewalk.

### **Proposed Development**

Brickworks Public House is proposing a 37 seat seasonal patio outside of its existing pub space. The patio was originally proposed at 41 seats but staff asked for some changes to ensure the pedestrian sidewalk closest to the street is maintained. The patio was cut back to allow for a smoother transition for any pedestrians crossing at the existing curb cut in front of the patio.

The patio will tie into existing architectural features as shown in Appendix B: Architectural Plans. The use of metal rustic pipework and wood is prevalent around Brickworks and these materials will be incorporated into the new patio surround (Existing Site Photos in Appendix D). The guardrail/surround is transparent with an open look. The pedestrian covered walkway will be blocked off during the patio operating period of May to October. Sidewalk access by the patio along the building frontage will be available and is considered to be acceptable during the summer months. During the winter the pedestrian covered walkway will be open for pedestrian traffic to avoid inclement weather. The existing large tree in the planter by the street will remain. The patio will complement the existing look of the interior of the Brickworks Public House. No patio umbrellas or heaters are proposed. One tree by the building post will be removed to allow for the patio. The proposed development is shown in the architectural plans provided in Appendix B.

### **Advisory Design Panel Review**

The proposal was presented to the municipal Advisory Design Panel on April 19, 2017.

The Panel supported the plan and design as proposed, but asked that the applicant work with staff to find a more durable and robust approach to the curb and ground level materials that are more in keeping with the other external landscape features and building design, while possibly adding some opportunity for greenery to soften the design and ensuring lighting and railing levels are appropriate for a patio environment.

The draft minutes of the April ADP meeting are attached as Appendix C for reference. The client has lowered the railing levels to 36" height to make them more appropriate for a patio environment. Landscaping details to address curb and ground level materials are recommended as a condition of development permit issuance.

## WHISTLER 2020 ANALYSIS

W2020 Strategy	TOWARD Descriptions of success that resolution moves us toward	Comments
Built Environment	The built environment is attractive and vibrant, reflecting the resort community's mountain character.	The proposed patio is attractive matching the existing restaurant colours and materials and creating an inviting space that will help to animate the street.
Economic	Locally owned and operated business thrive and are encourage as an essential component of a healthy business mix	The proposed patio will help drive summer business for Brickworks, which is a slower time of year at the pub.
Energy	The energy system is continuously moving towards a state whereby a build-up of emissions and waste into air, land and water is eliminated.	Proposed building materials are consider durable to withstand Whistler's harsh climate.

W2020 Strategy	AWAY FROM Descriptions of success that resolution moves away from	Mitigation Strategies and Comments
Energy	The energy system is continuously moving towards a state whereby a build-up of emissions and waste into air, land and water is eliminated.	Energy is required to manufacture the necessary building materials and construct the project.

## OTHER POLICY CONSIDERATIONS

### Zoning Analysis

The property is zoned HA1 (Hotel Accommodation One). The proposal meet all regulations of the zoning bylaw and no variances are requested.

### OCP Development Permit Guidelines

The lands are designated as a development permit area (Schedule R – Lands North) for the establishment of objectives and the provision of guidelines for the form and character of commercial and multi-residential development; designated as an area for the protection of development from hazardous conditions and the protection of the natural environment.

The table below describes how the proposed development is consistent with the applicable guidelines.

<b><i>OCP Development Permit Guidelines</i></b>	<b><i>Comment</i></b>
<i>5.4.1(d) Landscaping and screening elements such as seating, lighting, planter design and plant types must be able to withstand Whistler's harsh climatic conditions and be coordinated with adjacent landscaping.</i>	The outdoor patio will be built to withstand the winter and a winter solution to ensure that pedestrians do not access the patio will be implemented as the patio will be closed during the winter months. Landscaping will be coordinated with adjacent landscaping near the street. Some minor landscaping details are identified as a condition of development permit issuance.



5.4.1(b) <i>The buildings and development in the Village shall continue the prominent pedestrian orientation and provide open space amenities (i.e. solar exposure, outdoor seating, activity areas and site features)</i>	An outdoor patio is supported in this location and the pedestrian experience is preserved by any flow through traffic.
5.4.1(i) <i>Pedestrian walkway systems on private property must be covered and placed within property boundaries. Walkway systems must be designed so they are integral to the building form, link walkway of neighbouring buildings, incorporate furnishing in the arcade and provide barrier free access.</i>	Pedestrian covered walkway will be blocked by a gate during the summer and opened from October to May to allow for pedestrian access to the covered walkway during times of inclement weather.
5.4.1(l) <i>Development, including construction and alterations that will inconvenience or jeopardize the use of public areas in the Village by creating construction noise or the placement of construction materials or barriers in public areas shall not be carried out between July 1<sup>st</sup> of any year and September 3<sup>rd</sup> of the same year, or as specified in the Development Permit.</i>	The client would like to construct the patio in May to allow for a June opening of their patio.

## BUDGET CONSIDERATIONS

Development Permit application fees provide for recovery of costs associated with this application.

## COMMUNITY ENGAGEMENT AND CONSULTATION

An information sign has been posted on the property per Development Permit application requirements. Staff have received no correspondence to date.

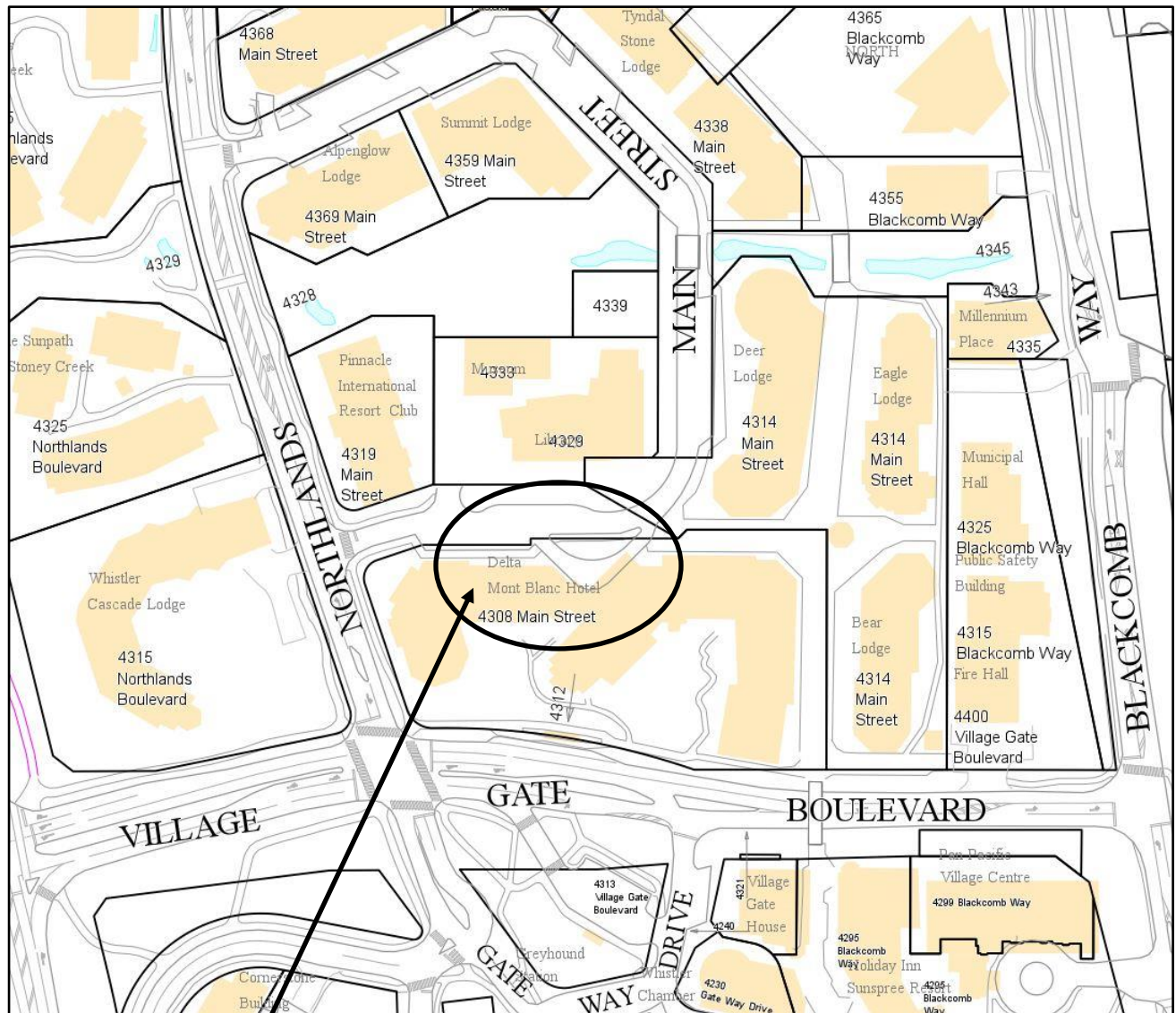
## SUMMARY

This report seeks Council's approval of the issuance of Development Permit DP1555, an application for a proposed 37 seat outdoor patio at Brickworks Public House at Unit 20 - 4308 Main Street.

Respectfully submitted,

Kevin Creery  
 PLANNING ANALYST  
 for  
 Jan Jansen  
 GENERAL MANAGER of RESORT EXPERIENCE

Appendix A – Location Map



SUBJECT PROPERTY

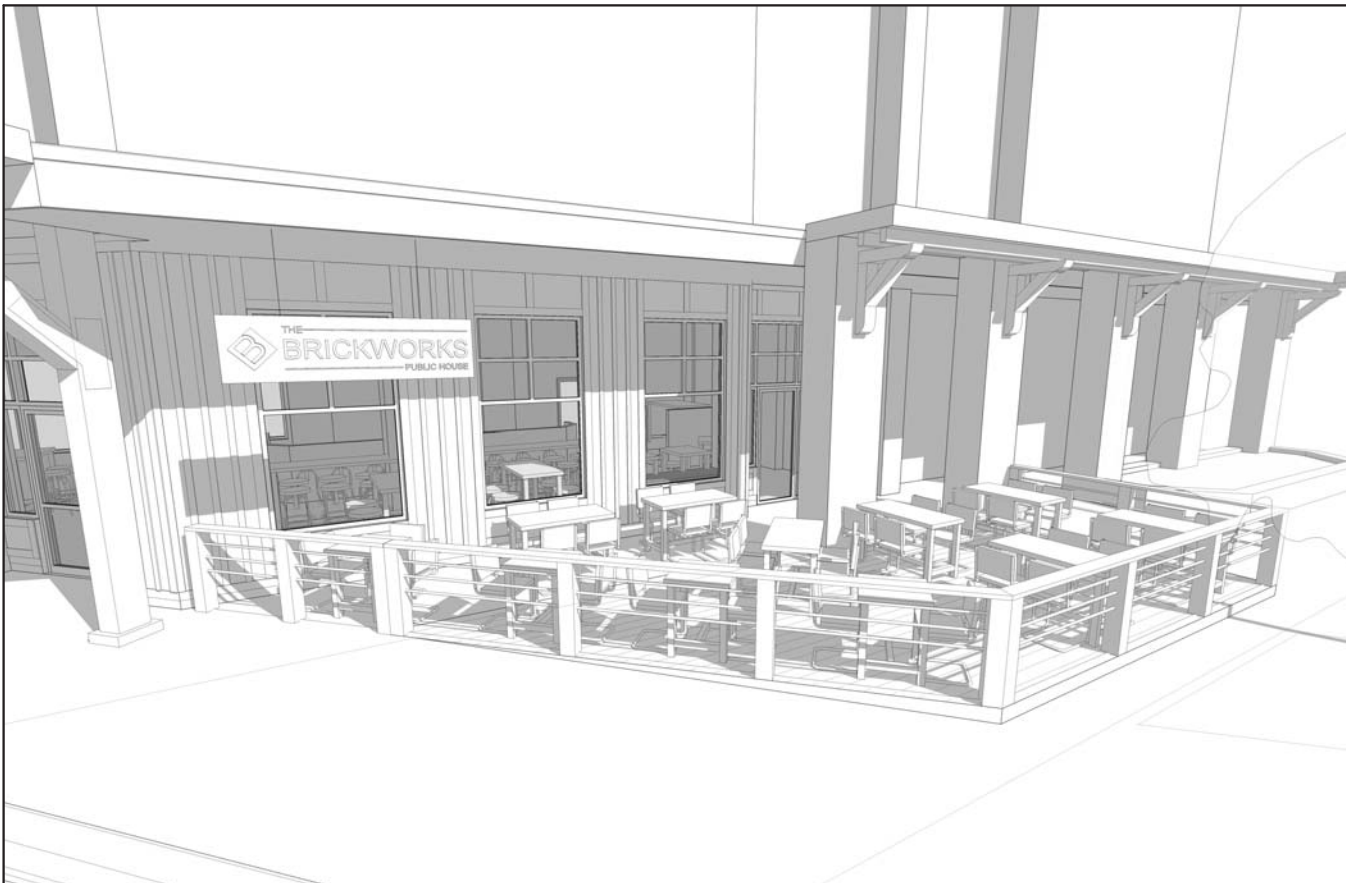
# Brickworks Patio

20 - 4308 Main St  
Whistler, BC

## Development Permit Application (PER ADP COMMENT)

April 26, 2017

**STARK**  
architecture



### PROJECT DATA

**Civic Address:**  
20-4308 MAIN STREET, WHISTLER, BC  
**Legal:**  
PLAN LMS2940 LOT 220 DISTRICT LOT 3483 NEW  
WESTMINSTER DISTRICT GROUP 1, TOGETHER WITH  
AN INTEREST IN THE COMMON PROPERTY IN  
PROPORTION TO THE UNIT ENTITLEMENT OF THE  
STRATA LOT AS SHOWN ON FORM 1.  
P.I.D.: 023-906-201

**Occupancy:**  
Group A, Division 2 (A2) - Restaurant

**Zone:** HA1

**Site Area:** N/A

**Gross Floor Area:**

Existing Restaurant (Group A2): 112.3 m<sup>2</sup>

Proposed Deck: 49 m<sup>2</sup>

Total: 161.3 m<sup>2</sup>

Designed Under Part 3, 2012 BC Building Code

### PROJECT DIRECTORY

**Architect:**  
Stark Architecture  
2809 Clifftop Lane  
Whistler, BC V0N 1B2  
t: 778.855.5507  
e: david@starkarch.com

**Contractor:**

**Structural Consultant:**

**Code Consultant:**

### GENERAL INFORMATION

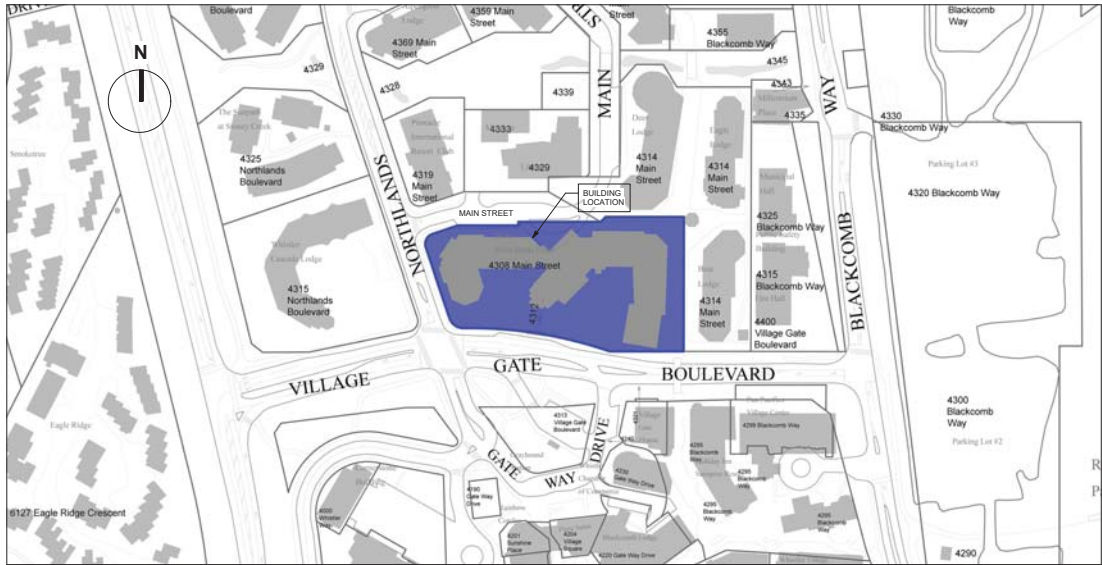
#### NOTES:

- DO NOT SCALE DRAWINGS.
- VERIFY ALL FIXTURE DIMENSIONS AND REQUIRED CLEARANCES BEFORE FRAMING WALLS, (INCL. CABINETS, LOCKERS, MILLWORK ETC.)
- ALL DIMENSIONS MUST BE CHECKED AND VERIFIED BY THE CONTRACTOR PRIOR TO CONSTRUCTION. REPORT ANY DISCREPANCIES TO THE ARCHITECT.
- ALL DIMENSIONS TO FACE OF CONCRETE OR FACE OF STUD UNLESS NOTED OTHERWISE
- DOORS IN STUD WALLS TO BE LOCATED 2 1/2" FROM ADJACENT WALL TO ROUGH OPENING (TYP.)
- 'CLR' INDICATES TO FACE OF FINISH.
- ALL FLASHING CW FOLDED END DAMS
- ALL FASTENERS, HANGERS & FLASHINGS TO BE COMPATIBLE WITH P.T. WOOD

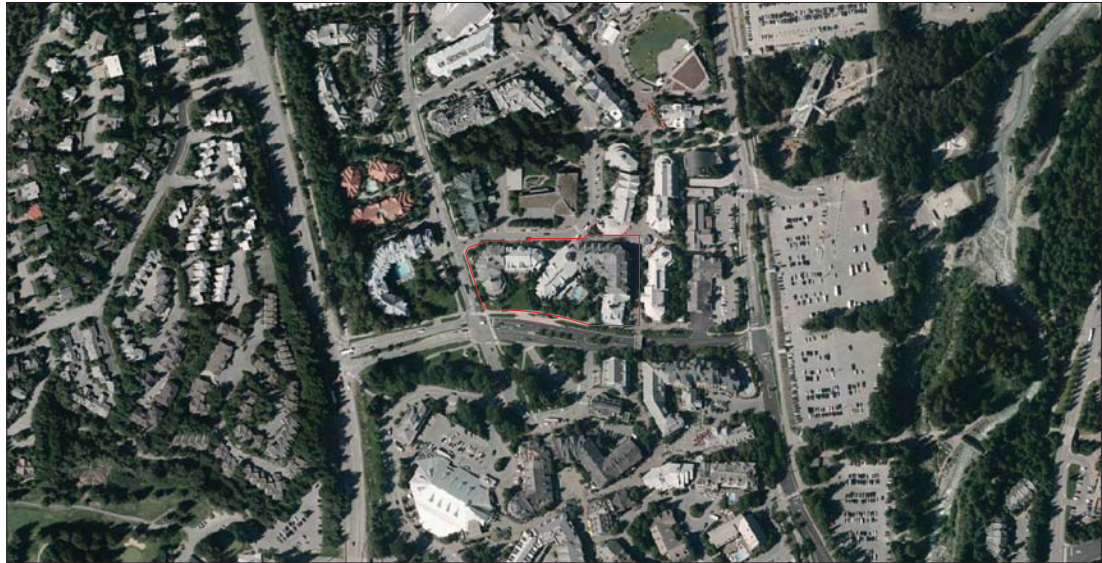
### ARCHITECTURAL DRAWING INDEX

- A.1.0 Key Map
- A.2.1 Existing
- A.2.2 Elevations - Existing
- A.2.3 Proposed Deck
- A.2.4 Sections & Elevations - Proposed
- A.3.1 Operation Plans
- A.3.2 Precedence

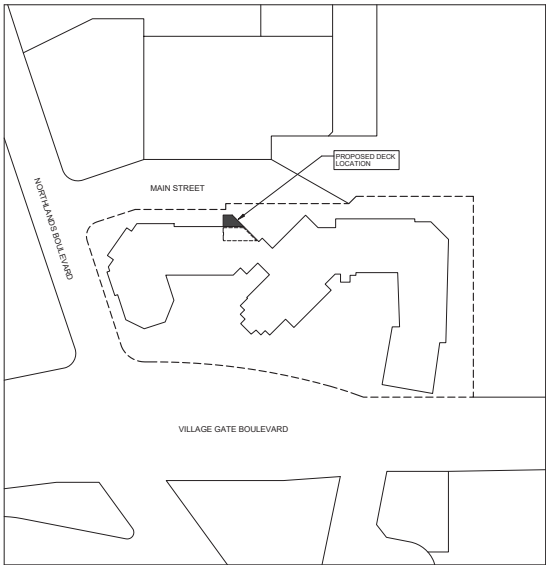




1 Key Map  
n.l.s.



3 Aerial Photo  
n.l.s.



2 Area of Work - Location  
n.l.s.

# STARK

architecture

Stark Architecture  
2809 Cripps Lane  
Whistler, BC V8N 1B2  
t: 778 855 5937  
e: david@starkarch.com



CIVIC ADDRESS:  
20-4308 MAIN STREET,  
WHISTLER, BC, V8N 1B4

LEGAL DESCRIPTION:  
PLAN LMS2940 LOT 220 DISTRICT LOT 3483 NEW  
WESTMINSTER DISTRICT GROUP 1, TOGETHER  
WITH AN INTEREST IN THE COMMON PROPERTY IN  
PROPORTION TO THE UNIT ENTITLEMENT OF THE  
STRATA LOT AS SHOWN ON FORM 1.  
P.I.D. 023-906-201

Brickworks  
Patio  
20 - 4308 Main St  
Whistler, BC

Stamp

Development Permit  
Application

April 26, 2017

Key Map

As indicated

A 1.0



20 - 4308 Main St  
Whistler, BC

Stamp

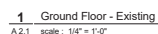
Development Permit  
Application

April 26, 2017

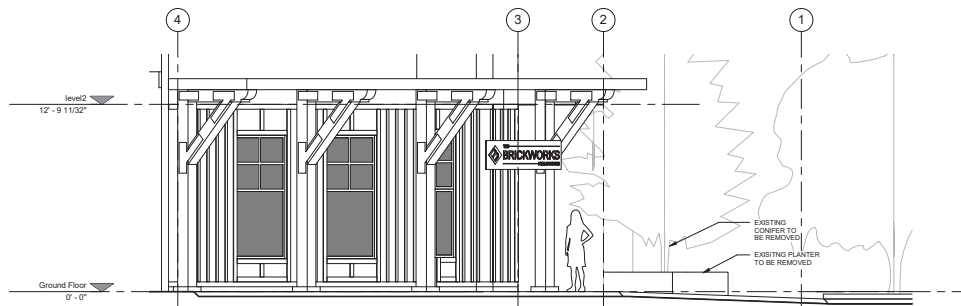
Existing

$$1/4'' = 1'-0''$$

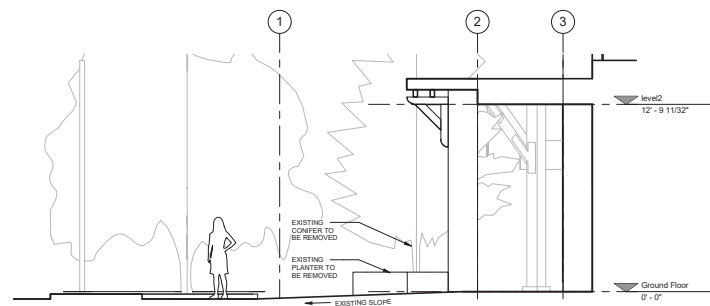
## A 2.1



## 2 Axonometric View - Existing



1 east elevation - Existing  
scale : 1/4" = 1'-0"



2 west elevation - Existing  
scale : 1/4" = 1'-0"



3 north elevation - Existing  
scale : 1/4" = 1'-0"

# STARK

architecture

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e: david@starkarch.com

Brickworks  
Patio  
20 - 4308 Main St  
Whistler, BC

Stamp

Development Permit  
Application

April 26, 2017

Elevations - Existing

1/4" = 1'-0"

A 2.2



## Brickworks Patio

20 - 4308 Main St  
Whistler, BC

Stamp

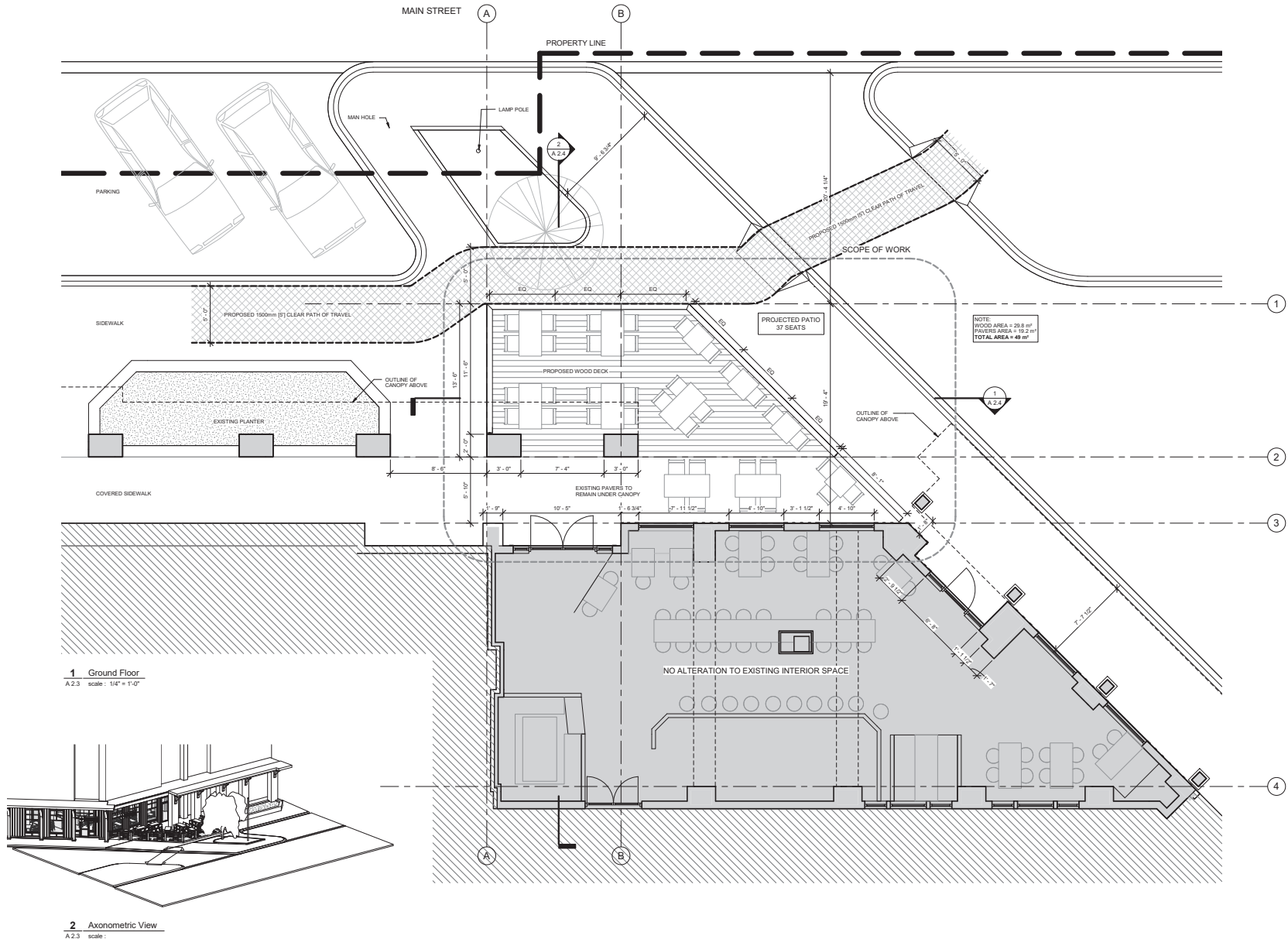
Development Permit  
Application

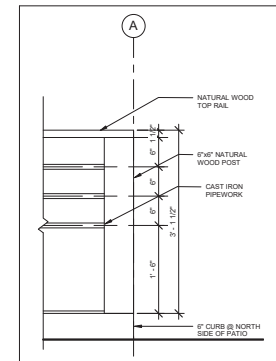
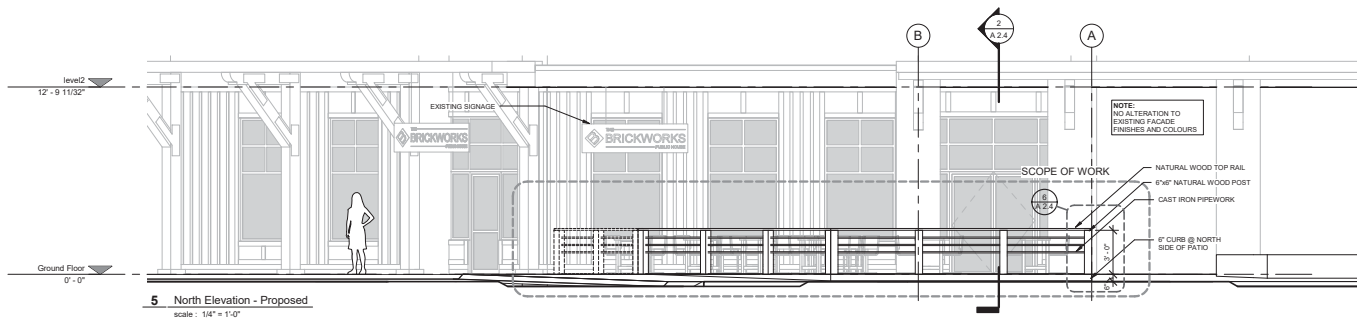
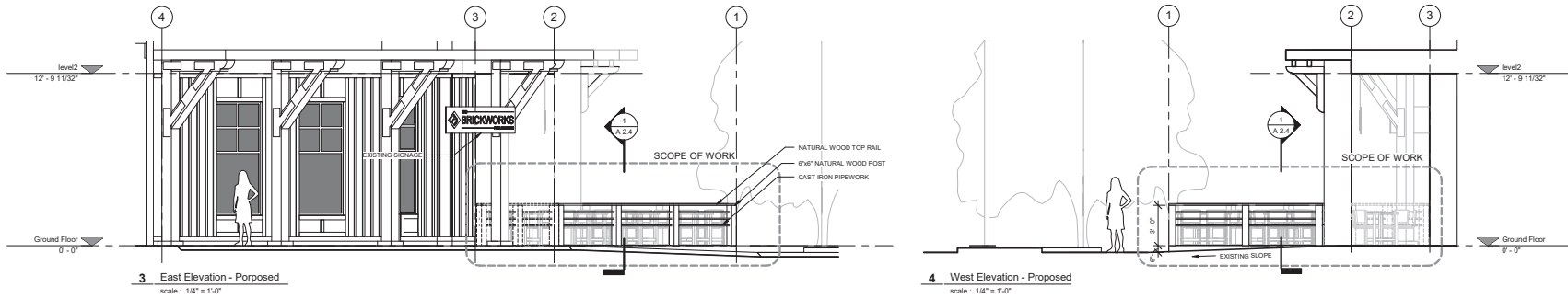
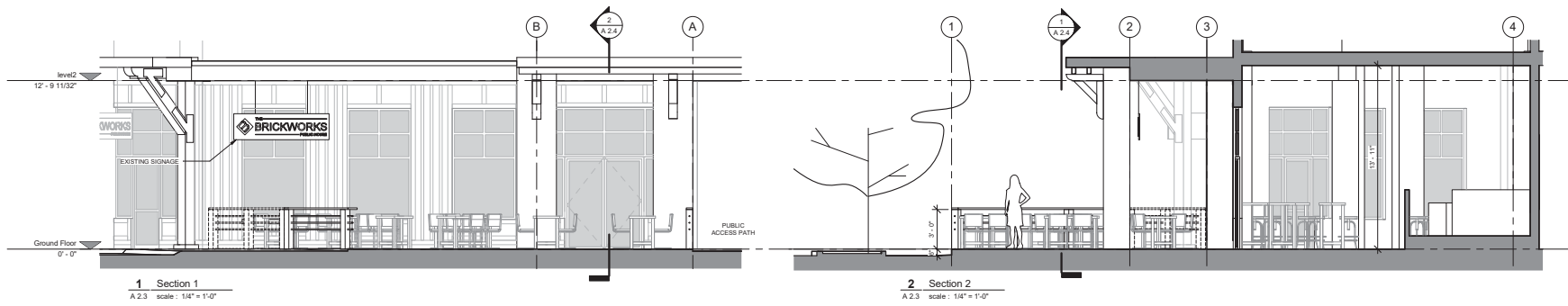
April 26, 2017

Proposed Deck

1/4" = 1'-0"

A 2.3





**Brickworks  
Patio**  
20 - 4308 Main St  
Whistler, BC

Stamp

**Development Permit  
Application**

April 26, 2017

**Sections & Elevations  
- Proposed**

As indicated

**A 2.4**



## Brickworks Patio

20 - 4308 Main St  
Whistler, BC

Stamp

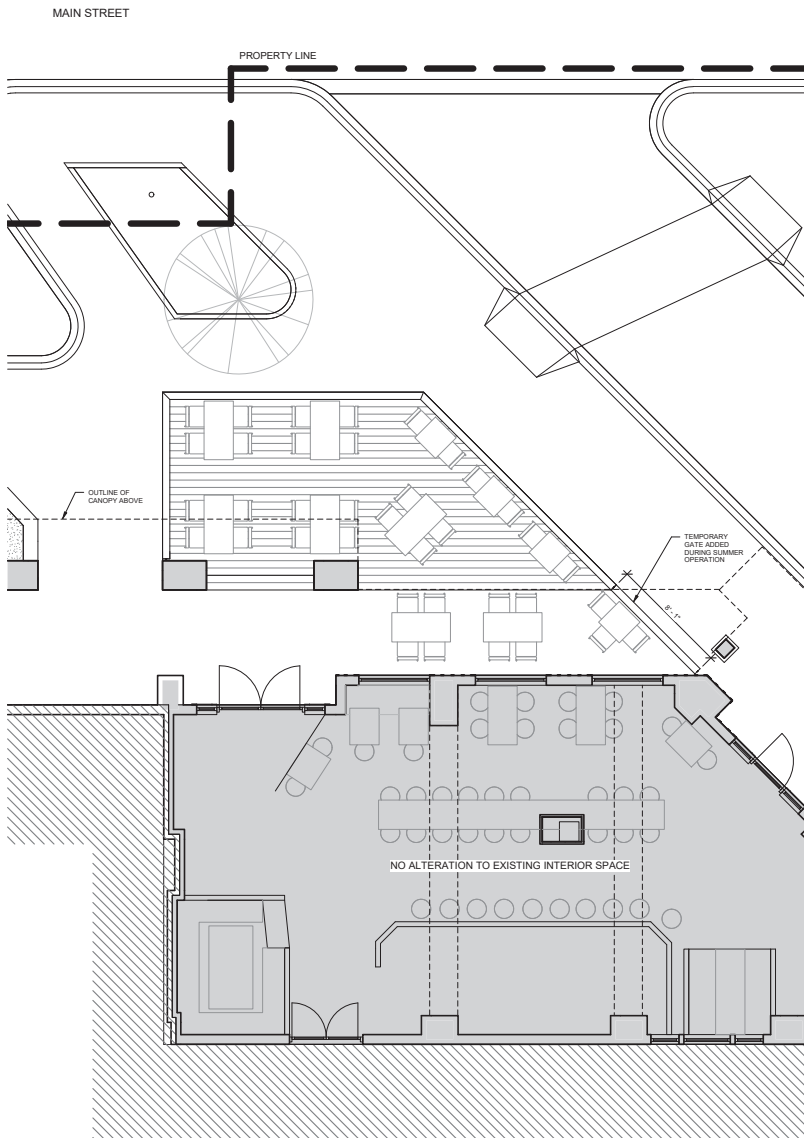
Development Permit  
Application

April 26, 2017

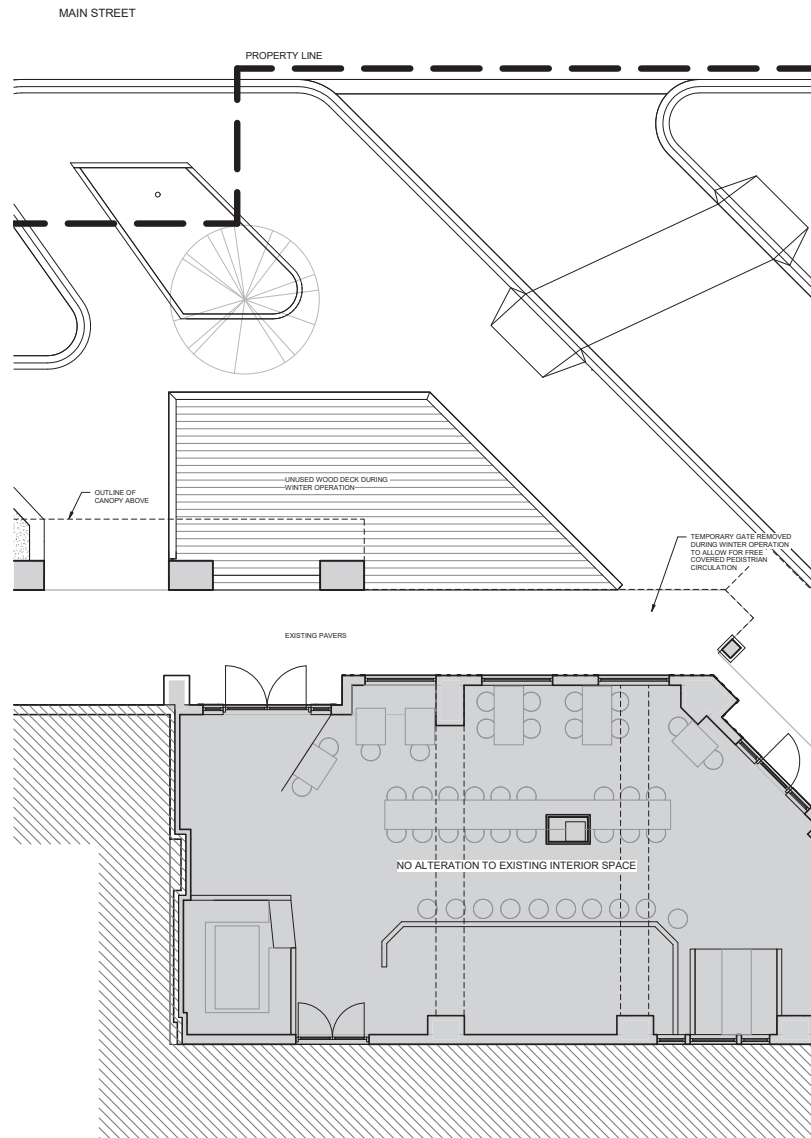
Operation Plans

1/4" = 1'-0"

A 3.1



1 Summer Operation Plan  
A 2.2 scale: 1/4" = 1'-0"



2 Winter Operation Plan  
A 2.2 scale: 1/4" = 1'-0"

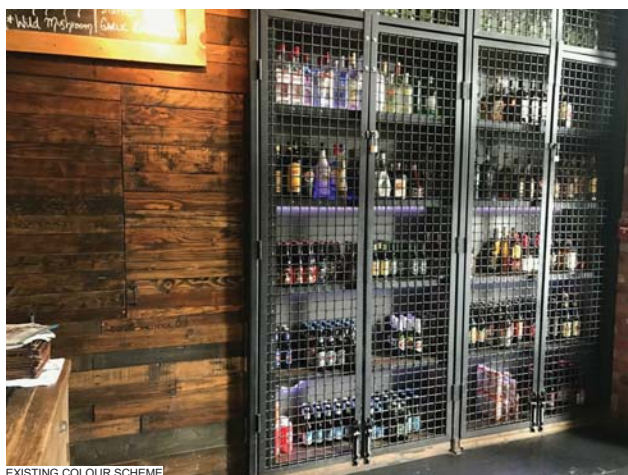


EXISTING INTERIOR ATMOSPHERE



EXISTING INTERIOR WALL WOOD SIDING

**NOTE:**  
NEW PATIO PERIMETER FENCE TO MATCH  
EXISTING MATERIAL USED ON SITE:  
WOOD AND CAST IRON PIPEWORK



EXISTING COLOUR SCHEME



EXISTING CAST IRON PIPEWORK



EXISTING BRICKWORKS ENTRY DOOR

Brickworks  
Patio  
20 - 4308 Main St  
Whistler, BC

Stamp

Development Permit  
Application

April 26, 2017

Precedence

A 3.2

Council, along with Whistler Blackcomb and the Squamish-Lillooet First Nations, celebrated the signing of a new 60 year development agreement with Whistler Blackcomb.

The Housing Task Force completed a Housing Needs Assessment Survey to gauge the current and future needs of Whistler residents. RMOW is also in the final stages of completing the 2017 Budget.

## **PRESENTATIONS**

20-4308 Main Street  
 1<sup>st</sup> Review  
 File No. DP1555

*The applicant team of David Arnott, Stark Architecture; Alex Kingston, Brickworks Pub entered the meeting at 2:10 p.m.*

Kevin Creery, Planning Analyst, RMOW, introduced the project for Brickworks Pub proposed 37 seat patio.

David Arnott advised on the following:

1. Brickworks Pub is located on Main Street. This will be a relatively small patio with 37 seats, as space is limited.
2. The patio will be built for use in the summer months only.
3. This was proposed as a walled patio, however on the recommendation of Planning staff, the patio is now proposed with a more open railing surrounding it to achieve an open patio feel.
4. The patio structure will be simple, but will also capture the look and feel similar to the inside of the Brickworks Pub; timber post and cast iron pipe work.
5. This project will fit with the character of the surrounding buildings.

Panel offers the following comments:

### **Site Context and Landscaping**

1. Context supportable, landscaping modification are minor.
2. The proposed patio size and location are supportable.
3. Some concern from Panel over what the space would look in the winter when the patio is not operational.

### **Form and Character**

1. The character is in keeping with the pub and the building.  
 The patio will help to animate the space and area.

### **Materials, Colours and Details**

1. Minimalist response will lead to long-term maintenance issues; suggested to introduce more durable materials into the palette at the ground/base-level.
2. A bit stark – possibly add some opportunity for greenery to soften the design..
3. Consider night lighting and consider umbrellas for coverage and to provide the user with a better experience.

Consider lowering the railing height below 42”.

Moved by Ryley Thiessen

Seconded by Brigitte Loranger

**That** the Advisory Design Panel support the plan and design as proposed, but work with staff to find a more durable and robust approach to the curb and ground level materials that are more in keeping with the other external landscape features and building design, while possibly adding some opportunity for greenery to soften the design and ensuring lighting and railing levels are appropriate for a patio environment.

CARRIED

*The applicant team left the meeting at 2:42 p.m.*

3200 Blueberry Drive  
1<sup>st</sup> Review  
File No. DP1562

*The applicant team of Paul Lebofsky, Matrix Architecture entered the meeting at 2:50 p.m.*

Roman Licko, Planner, RMOW introduced the project a proposed new townhouse development at 3200 Blueberry Drive. Three buildings consist of two triplexes and a duplex. A total of 8 units comprising 2200 square meters.

Paul Lebofsky advised on the following:

1. The development site is very steep and was rezoned in 2007 specifically for this project.
2. A development and building permit was approved in 2008, however because of financial constraints, the project was put on hold and remained **dormant until now**.
3. In 2008, there were some issues due to the steepness of the site, these issues have now been resolved.
4. The first issue was with firefighting access due to the steepness of the site. After discussions with the fire department, a decision was reached as to the location of slope access for firefighting.
5. The other issue was that of snow management and the lack of space for snow storage. A solution to this was to make the roofs flat.
6. At the time of the first application, there was some debate over architectural styles of the mountain styles versus a more contemporary look. This projects attempts to incorporate both styles.
7. In 2008, the colour palette was brown and gold, but this is now updated to warm, but natural grays. In 2008, shingle materials were hardy, but is now updated to wood.
8. All units have private outdoor space, on the living room level or the roof top deck.
9. The stone chimney represents a significant iconic structure of this development.
10. Streetscape view is of the garages, however the use of random glazing will serve to animate the area and provide interest.

*Tom Barratt of Tom Barratt Ltd entered the meeting at 3:08 p.m.*

Tom Barratt advised on the following:

11. Very lush planting plan with mostly native plants
12. Series of concrete walls, stone face mostly 1 metre high.



















## REPORT | ADMINISTRATIVE REPORT TO COUNCIL

**PRESENTED:** May 9, 2017

**REPORT:** 17-046

**FROM:** Resort Experience

**FILE:** LLR 1274

**SUBJECT:** LLR 1274 – BRICKWORKS PUB NEW LIQUOR PRIMARY PATIO

### COMMENT/RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

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

### RECOMMENDATION

**That** Council pass the resolutions attached as Appendix “A” to Administrative Report to Council No. 17-046 providing Council’s recommendation to the Liquor Control and Licensing Branch regarding an Application from Brickworks Pub for a Structural Change to Liquor Primary Licence No. 305846 to add a new outdoor patio with an occupant load of 41 persons.

### REFERENCES

Applicant: Brickworks Hospitality Group Ltd.  
Location: 20-4306 Main Street

Appendices:

- “A” – RMOW Resolution – Structural Change to a Liquor Primary Licence
- “B” – Location Plan
- “C” – Letter from Brickworks Hospitality Group Ltd. dated February 14, 2017
- “D” – Occupant load stamped plan for patio
- “E” – Minutes of March 9, 2017 Liquor Licence Advisory Committee (LLAC) meeting (relevant excerpts)

### PURPOSE OF REPORT

This report presents a recommendation for Council’s consideration regarding an application for a structural change to a liquor primary licence to add a new outdoor patio at Brickworks Pub. For this type of licence amendment the provincial Liquor Control and Licensing Branch (LCLB) requires local government comment in the form of a resolution from Council regarding the suitability of the licence change and specifically addressing the impact of noise on nearby residents, the impact on the community, the views of residents and a recommendation as to whether the licence amendment should be approved.

### DISCUSSION

#### Establishment Location, Current Capacity and Hours

Brickworks Pub is located at 20-4308 Main Street on the ground floor of Delta Whistler Village Suites (shown on Appendix “B”) and operates with liquor primary licence No. 305846. The pub opened in 2014, and the interior area is licenced for 75 persons. There is currently no patio. The hours of liquor service are 9 a.m. to 1 a.m. Monday through Sunday. The establishment has a Family Foodservice term and condition which permits minors accompanied by a parent or guardian in all licensed areas until 10 p.m. when meal service is available. Brickworks is open for breakfast service starting at 7 a.m., though liquor service cannot commence until 9 a.m.

### **Application for New Liquor Primary Patio**

Brickworks Pub is applying to add a 41 person capacity (patrons + staff) outdoor patio to the front of the establishment, which faces Main Street. The applicant's letter of Appendix "C" explains that the patio will enhance the business sustainability of the pub and add vibrancy to the area. The patio plan and relationship to the interior of the establishment and to Main Street are shown on the occupant load stamped plan drawing of Appendix "D".

The proposed patio addition is also the subject of Development Permit DP1555. The municipal review and recommendation on the liquor licence change application has been coordinated with the review of the development permit, which is also being considered by Council. It should be noted that the DP report refers to a 37 *seat* patio, based on a count of the number of chairs shown on the patio seating plan. This liquor licence report refers to a patio with an occupant load of 41 *persons*, calculated in accordance with municipal policy by dividing the patio area of 49.2 square metres by a factor of 1.2 square metres per person. The occupant load (or person capacity) includes both patrons and staff. As shown on the plan drawing of Appendix "D", the occupant load of the Brickworks patio is 41 persons, comprising 37 patrons and 4 staff.

### **LCLB Review Process**

Brickworks Pub has submitted an application to the LCLB for a Structural Change to a Liquor Primary Licence to add a new outdoor patio. For this type of application the LCLB requires local government comment in the form of a resolution from Council regarding the suitability of the licence change and specifically addressing the impact of noise on nearby residents, the impact on the community, the views of the residents and a recommendation as to whether the licence amendment should be approved.

### **Municipal Review Process**

For the addition of a new outdoor patio to a liquor primary licence Council Policy G-17 *Municipal Liquor Licensing Policy* specifies a 30-day public advertising period, a good standing review, a LLAC referral/report/recommendation and a staff report to Council with a resolution to the LCLB in a prescribed format. Also part of the municipal review is a referral of the proposed floor plan drawing of the establishment for building code compliance and a determination of occupant load.

### **Current Good Standing Status**

In order for the Municipality to give consideration to an application requesting a permanent change to a licence the applicant must be in "Good Standing" with respect to the compliance and enforcement history of the establishment. A Good Standing review was conducted to determine the compliance history of the applicant. The application was referred to the LCLB inspector, the Whistler Detachment of the RCMP, the Whistler Fire Rescue Service and the RMOW Building and Bylaws Departments. Each was asked to provide a written list of any contraventions and their disposition for the 12-month period preceding the date of the application and any other comments considered to be relevant. There were no compliance issues identified, and the RCMP have determined the applicant to be in Good Standing.

### **Liquor Licence Advisory Committee Review Process**

A summary of the Brickworks proposal was referred by e-mail to LLAC members on February 14, 2017, and members were given two weeks to provide their initial comments on the application. No concerns were expressed. Staff then prepared a report, which was presented at the March 9, 2017 meeting of the committee. The report addressed the LLAC review criteria regarding the rationale for the licence changes and the potential impacts on the resort community. The applicant then provided a further rationale for the proposed licence change and addressed LLAC member questions about

the application. (Relevant excerpts of the minutes of the LLAC meeting are attached herein as Appendix “E”.) The committee then passed the following motion:

**That** Liquor Licence Advisory Committee support the application by Brickworks Pub for the new liquor primary outdoor patio with a capacity of up to 41 persons.

## WHISTLER 2020 ANALYSIS

W2020 Strategy	TOWARD Descriptions of success that resolution moves us toward	Comments
Visitor Experience	The resort community's authentic sense of place and engaging, innovative and renewed offerings attract visitors time and time again	Patio areas in Whistler are in high demand in good weather, especially during summer daylight hours. Brickworks is located off the Village Stroll but close to Town Plaza. This will respond to the demand for patio service by both visitors and residents in Village North, which has a very small number of liquor primary patio seats.
Economic	The Whistler economy provides opportunities for achieving competitive return on invested capital	The licence change will permit the local business the opportunity to invest in the creation of a new amenity in response to customer demand from visitors and residents.

W2020 Strategy	AWAY FROM Descriptions of success that resolution moves away from	Mitigation Strategies and Comments
Built Environment	Visitors and residents can readily immerse themselves in nature, free from noise and light pollution	There is potential for a new liquor primary licensed patio in Whistler Village to result in disturbances and objectionable noise, especially at night. Guests of Delta Whistler Village Suites accommodation units could be negatively impacted. Further, Brickworks Pub is located across Main Street from the Whistler Public Library. There is potential for negative impacts if the establishment is not properly managed. If the application is approved there is not expected to be a significant increase in noise from the establishment. Brickworks does not have history of noise or disturbances, and the proposed 41 person capacity patio is unlikely to be a source of objectionable noise. A provision of the agreement with the strata is that the patio be closed by 10 p.m., eliminating the patio as a source of noise after that time. Outdoor speakers must be turned off by 10 p.m. The patio agreement prohibits live music or entertainment on the patio and requires the establishment to ensure that patrons keep noise at a reasonable level at all times. Further, the establishment is subject to the provisions of the RMOW Noise Control Bylaw No. 1660, 2004. The Good Neighbour Agreement commits the applicant to limit noise disturbances, to close doors and windows by 10 p.m. and to comply with the municipal Noise Control Bylaw.

Health & Social	Community members eat healthy food, exercise and engage in leisure and other stress relieving activities that assist in preventing illness and they avoid the abusive use of substances that evidence indicates have negative effects on physical and mental health	Any new liquor service area has the potential for over-service and/or excessive consumption. Brickworks Pub has signed a Good Neighbour Agreement that commits it to procedures and training to avoid potentially adverse effects of their products and services.
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## OTHER POLICY CONSIDERATIONS

Under policies developed and supported by the Liquor Licence Advisory Committee and in Council Policy G-17 *Municipal Liquor Licensing Policy*, a structural change to add a new outdoor patio to a liquor primary licence specifies a public advertising period, a good standing review, a LLAC referral/report/recommendation, a staff report to Council and a Council resolution to the LCLB in a prescribed format.

## COMMUNITY ENGAGEMENT AND CONSULTATION

In compliance with municipal policy the applicant advertised the proposed permanent licence change to Brickworks Pub liquor primary licence in the February 23 and March 2, 2017 editions of Pique Newsmagazine, and they posted a sign at the establishment (commencing February 23, 2017) in order to provide opportunity for public comment. The advertisements and sign requested that any comments be provided in writing to municipal staff on or before March 27, 2017. No comments were received.

As noted in the applicant letter of Appendix “C”, Brickworks has obtained support from Delta Whistler Village Suites hotel, neighbouring businesses and the building strata corporation, representing the owners of the accommodation units. The written agreement with the strata corporation includes several terms that are relevant to the application for the patio liquor licence:

- There will be no live music or entertainment on the patio
- The establishment will ensure that patrons will keep noise at a reasonable level or require them to leave
- The patio will operate during the period April to October only, with liquor service ending at 9 p.m. External speakers to be turned off and the patio cleared by 10 p.m.

## SUMMARY

This report presents an application from Brickworks Pub for a structural change to a liquor primary licence to add a new outdoor patio. The report also provides resolutions in support of the application for Council’s consideration that address criteria specified by the LCLB. These resolutions are a result of the application of municipal policy and consultation with the community.

Respectfully submitted,  
Frank Savage

PLANNER  
for  
Jan Jansen  
GENERAL MANAGER OF RESORT EXPERIENCE

## APPENDIX A

General Manager,  
Liquor Control and Licensing Branch

RE: Application for a Structural Change to a Liquor Primary Licence to add a new outdoor patio with an occupant load of 41 persons as an amendment to Brickworks Pub liquor primary licence No. 305846.

At the Council meeting held on May 9, 2017 the Council passed the following resolution with respect to the application for the above named amendment:

“Be it resolved that:

1. The Council recommends the amendment to the licence for the following reasons:

The proposed licensing will provide for improved customer service for both visitors and residents and will not have any significant negative impacts on the resort community. The applicant has entered into a Good Neighbour Agreement and Noise Mitigation Plan with the Municipality.

2. The Council's comments on the prescribed considerations are as follows:

- (a) The impact of noise on nearby residents if the application is approved:

If the application is approved, there is not expected to be a significant increase in noise from the establishment. The main concern with outdoor patios is late night noise, especially when nearby accommodation units can be disturbed. Brickworks does not have history of noise or disturbances, and the proposed 41 person capacity patio is unlikely to be a source of objectionable noise. A provision of the agreement with the strata is that the patio be closed by 10 p.m., eliminating the patio as a source of noise after that time. Outdoor speakers must be turned off by 10 p.m. The patio agreement prohibits live music or entertainment on the patio and requires the establishment to ensure that patrons keep noise at a reasonable level at all times. Further, the establishment is subject to the provisions of the RMOW Noise Control Bylaw No. 1660, 2004. The Good Neighbour Agreement commits the applicant to limit noise disturbances, to close doors and windows by 10 pm and to comply with the municipal Noise Control Bylaw.

- (b) The impact on the community if the application is approved:

If the application is approved the impact on the community will likely, on balance, be positive by meeting the service expectations of both visitors and residents. Negative impacts on the community are not anticipated as a result of the requested change to the licence.

- (c) The views of residents:

Council believes that residents are in favour of the application and that residents are not opposed to the application. The method used to gather the views of residents was placement of an information sign at the front of the establishment (on February 23, 2017) and advertisements in the February 23 and March 2, 2017 editions of Pique Newsmagazine. No comments were received. Further, the municipal Liquor Licence Advisory Committee, a committee of municipal Council comprising various community representatives, voted to support the application.”

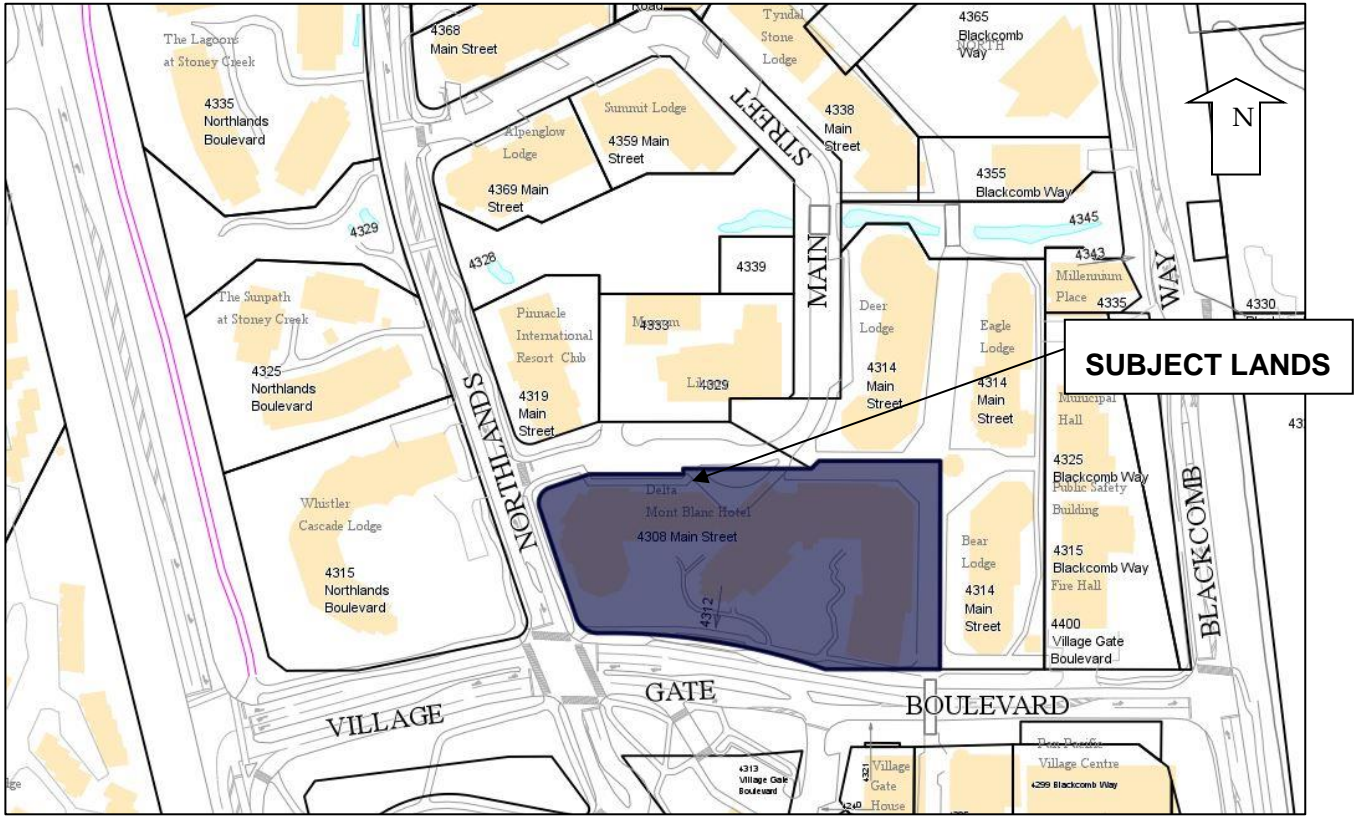
The undersigned hereby certifies the above resolution to be a true copy of the resolution passed by the Council of the Resort Municipality of Whistler on May 9, 2017.

Sincerely,

Laurie-Anne Schimek  
MUNICIPAL CLERK  
Resort Municipality of Whistler

APPENDIX B

LOCATION PLAN – BRICKWORKS PUB



Brickworks Hospitality Group Limited  
20-4308 Main St, Whistler, BC V0N 1B4



To whom it may concern,

Brickworks Hospitality Group Limited is applying for a change in Liquor License, to add an outside seating area of 41.

We have been operational for 3 years and are in good standing with the community and have not had any problems since we opened. Brickworks has contributed significantly to the Delta Hotel and its surrounding area on Main St. It has done this by offering a quality product and turning a previously failed location into an establishment that has longevity.

As a business with no current outside area, our sustainability is significantly affected during the summer months. We are hoping that offering an outside seating area will help this problem whilst adding vibrancy to the area.

We don't feel that there will be any significant impact to local business. The outside area will be operational until 10pm. Prior to moving forward with this request we have discussed this possible change with The Delta Hotel and its owners, Whistler Real Estate & Hys Steak House, from which we received their full support.

Thank You for your consideration and hope that we can move forward with this change and continue to thrive in the community.

Priyanka Lewis



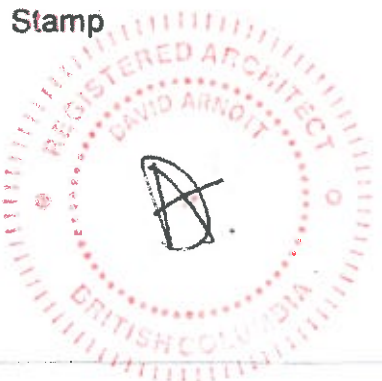
**STARK**  
architecture

Stark Architecture  
2805 Clifftop Lane  
Whistler, BC V8N 1B2  
T 778 855 5937  
e. david@starkarch.com

**Brickworks  
Patio**

20 - 4308 Main St  
Whistler, BC

Stamp



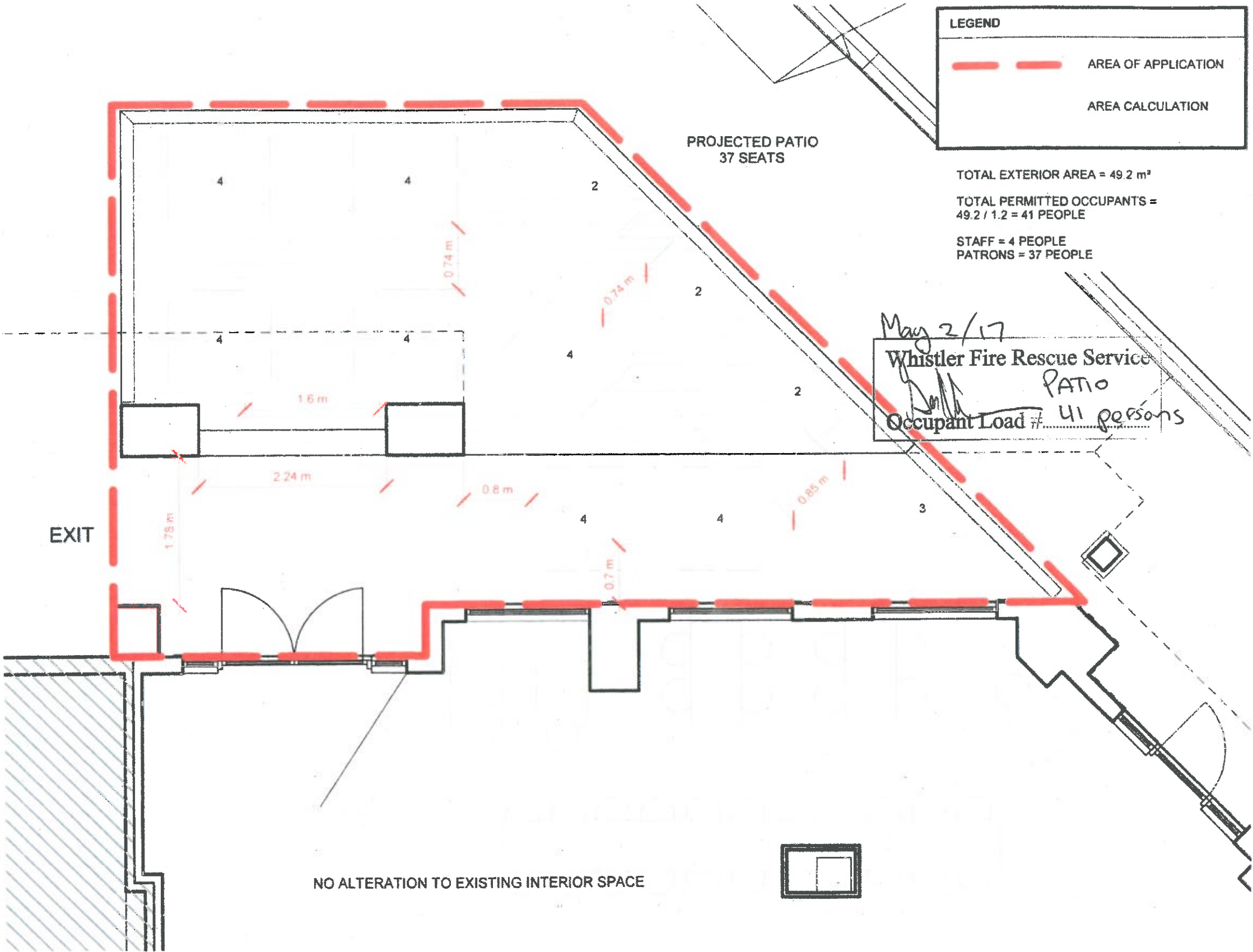
**Development  
Permit Application**

April 27, 2017

**Area of  
Application**

1/4" = 1'-0"

01



**1** Patio - Floor Plan  
01 scale : 1/4" = 1'-0"

ISSUED FOR LIQUOR LICENSE APPLICATION

## Minutes of March 9, 2017 LLAC Meeting (Relevant Excerpts)

### **File No. LLR1274 – Brickworks Pub New Liquor Primary Patio**

Frank Savage introduced Priyanka Lewis and Paul Lewis owner/operators of Brickworks Pub and provided a presentation on a report to the LLAC on an application from Brickworks for a new 41 person capacity liquor primary outdoor patio. Committee members were advised that the liquor licence application process is being coordinated with the development permit application, which is under review by the RMOW planning department.

Frank presented a summary of the LLAC report that had been distributed to LLAC members in advance.

- For a new liquor primary outdoor patio the LCLB requires a resolution from Council, and the municipal review process requires a recommendation from the LLAC.
- The Brickworks Pub is in good standing based on its compliance history.
- Analysis of the LLAC review criteria for the application:
  - Patio areas are in high demand for après ski and during warm summer weather. There are relatively few liquor primary patio seats in Village North.
  - Guests of Delta Whistler Village Suites could be disturbed if the patio is not properly managed.
  - A written agreement with the hotel and strata owners states that there be no live music or entertainment on the patio, that patio speakers be turned off by 10 p.m. and that the patio be vacated by 10 p.m. The agreement also states that the patio may only operate during the period April through October.
  - No comments have been received to date from the public.

The owner/operators of Brickworks Pub then presented on their application. They are seeking to improve their business sustainability in the summer months and to provide guests with an outdoor food and beverage experience. Patrons prefer to sit outside in good weather. Brickworks expects to utilize the patio primarily during the late morning, afternoon and early evening.

#### Questions & comments:

- Q: Why not utilize the patio 12 months a year?  
A: Brickworks wants to attract more customers during the summer season. In order to operate in winter a detailed snow management review would be required.
- Q: Would the patio impact the Whistler Public Library and its children's programs?  
A: No concerns foreseen with the library programs, as Brickworks plans to continue their family friendly atmosphere.
- Q: Will the patio be open for breakfast?  
A: Discussions with the Delta Whistler Village Suites hotel are in progress. Currently Brickworks have agreed to open the patio at 11 a.m. to ensure hotel guests are not disturbed too early. However, a 9 a.m. patio opening may be considered in future for outdoor breakfast service.
- Q: The proposed patio would block the walkway next to the building. Would this inconvenience pedestrians?  
A: Applicant has observed that foot traffic generally uses the sidewalk adjacent to parking spaces. [Note: This issue will be addressed through the Development Permit process.]
- Q: Does Delta Hotel support the patio application?  
A: The hotel supports Brickworks Pub as a convenient amenity for hotel guests. The licensed patio would be an added amenity.

- Q: Potential for negative impacts on community?  
A: RCMP representative stated that the police have never been called out to attend a problem at Brickworks. Brickworks reported that there have been no noise complaints this winter from hotel guests.

Support for the Brickworks patio application was expressed from all LLAC members.

Moved by Terry Clarke  
Second by Kevin Wallace

**That** Liquor Licence Advisory Committee support the application by Brickworks Pub for the new liquor primary outdoor patio with a capacity of up to 41 persons.

CARRIED



## REPORT | ADMINISTRATIVE REPORT TO COUNCIL

**PRESENTED:** May 9, 2017

**REPORT:** 17-047

**FROM:** Resort Experience

**FILE:** LLR 128

**SUBJECT:** LLR 128 – CANADA DAY TEMPORARY USE AREA EVENT AT WORLD CUP PLAZA

### COMMENT/RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

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

### RECOMMENDATION

**That** Council approve a Temporary Use Area (TUA) liquor licensed event for more than 500 people to be held at World Cup Plaza at Whistler Creek on Saturday, July 1, 2017.

### REFERENCES

Appendices      “A” – Letter from Whistler Blackcomb dated April 18, 2017  
                         “B” – World Cup Plaza Plan Drawing for July 1, 2017 Event

### PURPOSE OF REPORT

Municipal policy requires Council approval for any “urban” Temporary Use Area (TUA) licensed event for 500 or more people. This report requests that Council approve a TUA licensed event to be held in World Cup Plaza adjacent to Dusty’s Bar and BBQ to be held on Canada Day, Saturday, July 1, 2017.

### DISCUSSION

#### Background

In late 2014 the provincial Liquor Control and Licensing Branch (LCLB) issued a policy directive which allows liquor licence holders who operate ski hills or golf courses to apply for a Temporary Use Area endorsement to extend their licensed activities to designated outdoor areas on their property on up to 26 days per calendar year. TUA events must be outdoors, operate no later than 10 p.m. and limitations may be imposed on the type of events, hours of operation, etc.

In mid-2015 Whistler and Blackcomb applied for a TUA endorsement to Dusty’s Bar and BBQ liquor primary licence to permit TUA events at six locations on Whistler Mountain. (Whistler Blackcomb also applied for a TUA endorsement to Merlin’s liquor primary licence for six locations on Blackcomb Mountain.)

On October 20, 2015 Council approved the Dusty’s and Merlin’s TUA endorsements. On Whistler Mountain there are four “remote” TUA locations far from built up areas of Whistler. There are also two “urban” TUA locations, World Cup Plaza at Whistler Creek and the Boneyard the bottom of the Bike Park above Skier’s Plaza in Whistler Village. The two urban TUA locations are in proximity to residences, businesses and visitor accommodations. Because of the potential for noise and disturbances from larger events at urban TUA locations to have negative impacts on the community, Council required that all urban TUA events for 500 or more people be approved

by Council. This is in line with the requirement that Special Event Permit and catering licensed events for more than 500 people be approved by Council.

### **Proposed Canada Day TUA Event at World Cup Plaza**

Whistler Blackcomb has applied to the Municipality and the LCLB for the following urban TUA event:

- Liquor licence: TUA endorsement of Dusty's liquor primary licence No. 072033
- Location: World Cup Plaza at Whistler Creek, immediately adjacent to Dusty's liquor primary licensed patio
- Date and time: Canada Day, Saturday, July 1, 2017 from 1 p.m. to 8 p.m.
- Attendees: Up to 1,000 people will be permitted to enter the fenced TUA area in World Cup Plaza. Some of those patrons will be then be permitted to access Dusty's patio and interior areas. (the actual capacity of the fenced area is 1,930 persons at 0.6 m<sup>2</sup>/person)
- Entertainment: DJs on World Cup Plaza stage. Whistler Blackcomb will partner with Monster Energy, who will act as producer for the entertainment component of the event.
- Plans to mitigate negative impacts: see discussion below and a letter from Whistler Blackcomb (attached as Appendix "A") for a description of noise mitigation, post-event egress, security and washrooms. See Appendix "B" for a plan drawing of World Cup Plaza and Dusty's showing the licensed TUA area for this event.
- The event at World Cup Plaza will provide animation in the Whistler Creek area and provide an entertainment option of appeal to young adults on Canada Day.

### **Mitigation of Potential Negative Impacts**

There was a similar TUA licensed event at World Cup Plaza on Canada Day 2016. The TUA area capacity for that event was 499 attendees, which was combined with the total of Dusty's interior plus patio capacity of 450 for a grand total of 949 persons, somewhat less than the 1,000 attendees planned for the 2017 event. The 2016 event hours were 1 p.m. to 9 p.m. There were some impacts on the community from the 2016 event:

- Music volume disturbed some nearby residents and visitors.
- The event ended and Dusty's closed at 9 p.m. Dispersing attendees exceeded the capacity of the Whistler transit system, and there were reports of rowdy passengers.
- Other issues identified by Whistler Blackcomb were profanity by entertainers, flow of attendees entering and exiting the event, security and washrooms.

The Whistler Blackcomb letter of Appendix "A" and subsequent correspondence provides details of measures that will be taken this year to manage impacts experienced at last year's event. These are summarized below:

- Excessive music volume and profanity
  - Dusty's management will have final say on the music volume and may require that it be turned down.
  - Entertainment producer Monster Energy has been instructed to ensure all programming is resort friendly and suitable for all ages.
- Dispersal at the end of the event
  - The event headliner will finish at 7:30 p.m. and all entertainment will end at 8 p.m., resulting in a more gradual dispersal from the TUA area. (In 2016 all entertainment ended at 9 p.m.)
  - Dusty's will continue to operate its interior and patio areas to encourage attendees to stay after the event. (In 2016 Dusty's also closed when the event ended.)

- The above two measures should make dispersal from the event more gradual, putting less stress on Whistler Transit and traffic.
- Whistler Transit service
  - Transit will be free on Canada Day, which will encourage more patrons to use transit. There will be more frequent bus service that day, but it would revert to normal service levels of every half hour after 7:30 p.m.
  - Whistler Blackcomb has agreed to make a financial contribution toward keeping more frequent service operating between Whistler Creek and Whistler Village on Canada Day until 10:30 or 11 p.m. This would double the transit capacity from Whistler Creek to the Village.
- Bicycle parking at the event
  - Whistler Blackcomb has contracted The Bicycle Valet of Vancouver and will be using their service to support the event. The service will be promoted to encourage event attendees to ride their bicycle and take advantage of the secure bike parking.
  - This measure will also reduce the number of vehicles driving to and from the event, will reduce the stress on the transit system following the event and will bring awareness to sustainable transportation options.
- Event security
  - Dusty's door hosts, private security staff and RCMP officers will provide security during and after the event, similar to 2016 but with greater numbers planned for 2017.
  - The RCMP have been involved in the planning to the 2017 event and will determine how many officers are required.
- Attendee entry/exit and washrooms
  - The entry and exit of attendees from the event will be managed to provide more space and improved control from last year.
  - There will be more portable toilets and improved access to Dusty's washrooms for attendees.

## WHISTLER 2020 ANALYSIS

W2020 Strategy	TOWARD Descriptions of success that resolution moves us toward	Comments
Economic	Whistler holds competitive advantage in the destination resort marketplace as a result of its vibrancy and unique character, products and services	The Canada Day concert event produced by Monster Energy will attract visitors, media attention and will add vibrancy to the Whistler Creek area.
Visitor Experience	Community members and organizations work collectively to ensure exceptional experiences that exceed visitor expectations	The Canada Day event provides an opportunity for the food and beverage sector, local government and enforcement agencies to work together to enable memorable visitor experiences while maintaining order and respecting the rights of other residents and visitors.
Arts, Culture & Heritage	Arts, cultural and heritage opportunities attract visitors and contribute to the experience and local economy	The event will appeal to a demographic of young adults and will add to the diversity of entertainment options on Canada Day.

W2020 Strategy	AWAY FROM Descriptions of success that resolution moves away from	Mitigation Strategies and Comments
Built Environment	Visitors and residents can readily immerse themselves in nature, free from noise and light pollution	Noise from an outdoor concert event serving alcoholic beverages can be disruptive to residents and to visitors staying in the Whistler Creek area. Whistler Blackcomb management will be in control of music volume and all entertainment will end at 8 p.m.
Health & Social	Community members eat healthy food, exercise and engage in leisure and other stress relieving activities that assist in preventing illness and they avoid the abusive use of substances that evidence indicates have negative effects on physical and mental health	Any extended opportunity for the sale of alcohol has the potential for over-service. Security for the event will be provided by a combination of Whistler Blackcomb staff, private security and contracted RCMP officers. The event will operate under Dusty's liquor primary licence, which could be at risk if there are contraventions of provincial liquor regulations.

## OTHER POLICY CONSIDERATIONS

Council supported the TUA endorsement to the Dusty's liquor primary licence at the Council meeting on October 20, 2015 with the condition that any urban TUA event for more than 500 people be approved by Council. The proposed amendments to Council Policy G-17 *Municipal Liquor Licensing Policy* to be considered by Council on May 9, 2017 includes a requirement that Council approve urban TUA events for more than 500 people. With the proposed amendments to Council Policy G-17, an application for an urban TUA event for more than 500 people will be referred to individual members of the municipal Liquor Licence Advisory Committee (LLAC) for their comment, but the committee as a whole would not consider the application and there would be no formal recommendation from the committee.

## COMMUNITY ENGAGEMENT AND CONSULTATION

The details of the proposed TUA event were referred by e-mail to LLAC members for comment. There were comments of support received from LLAC members and no concerns were expressed. The Whistler Detachment of the RCMP, Whistler Fire Rescue Service and the municipal Bylaws departments have been consulted during the planning of the event.

## SUMMARY

This report presents the details of a proposed Temporary Use Area event to be held at World Cup Plaza at Whistler Creek on July 1, 2017. Whistler Blackcomb has addressed the issues experienced at a similar event last year and has proposed measures to manage the potential negative impacts of the 2017 event. Staff recommends that Council approve the Saturday, July 1, 2017 TUA event for more than 500 people.

Respectfully submitted,

Frank Savage  
 PLANNER  
 for  
 Jan Jansen  
 GENERAL MANAGER OF RESORT EXPERIENCE

April 18, 2017

Frank Savage  
Resort Experience  
RMOW

RE: Canada Day TUA @ Dusty's

Dear Frank,

Whistler Blackcomb will be applying to use the Whistler Mountain TUA 01 on July 1<sup>st</sup> 2017.

A similar event was held on the same date last year and was licensed for 499 people. This year we are applying to increase the capacity to 1000 people. It should be noted that we are not planning on adding the capacities of both Dusty's and the TUA area for an aggregate capacity of more than 1000, but that the total amount of all patrons of the TUA and Dusty's included will not exceed 1000. We are very confident that near the end of the event when the headline talent is on, there will be very few people inside Dusty's regular licensed area. We will however control the amount of people in Dusty's at all times as need to comply with the terms and conditions of the license.

As successful as last year's event was, we had some feedback on some issues that we will be addressing in order to make this year's event even more successful.

The plan for the event will be similar to last year by partnering with Monster Energy Drink to bring in exceptional talent and production. The footprint of the event will remain the same essentially with the World Cup stage being the location of the DJ booth. The boundary of the TUA are will once again be created by using 8' high steel interlocking fence.

The issues that were brought up with last year's event were the following; Excessive Noise, Profanity, Not enough room between the licensed area and First Track Lodge, Egress post event from attendees, Security, and Washrooms.

Our plan to deal with these issues will be as follows.

1. **Excessive Noise and Profanity.** Our legal team has drafted up a letter that will be a condition of this event for the producers to ensure that all programming during the event will be "resort friendly" and suitable for all ages. Monster Energy must ensure that any talent appearing at the event complies with this requirement, and in particular does not swear or use any foul language, or play any recordings that include swearing or foul language. Also that the Dusty's manager may require the volume of music to be turned down, and will have final say on volume of the music or other programming. If any talent fails to comply with these requirements, Monster

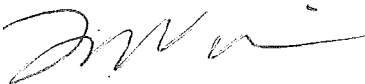


Energy will be responsible for all costs of the event and will reimburse Whistler Blackcomb for its portion of such costs as well as any costs incurred in order to provide any guest service recovery.

2. **Space Between TUA and First Tracks Lodge.** We will be changing the entry point of the TUA area and using additional lift line maze gates to control the line-up. The new area will have people lining up on the approach to the World Cup Plaza from the pedestrian bridge. There is ample green space between this area and the building.
3. **Egress Post-Event.** The strategies this year have changed significantly which will allow for a much smoother transition after the event. The headline talent will play earlier in the set time and a closing DJ will finish the show with a much lower intensity of music and volume. We will also be operating Dusty's after the event, so that people who want to stick around and enjoy the patio and restaurant facilities can do so based upon capacity. The timing of the event will also be finishing earlier. Last year the event was 1:00 pm to 9:00 pm. This year we will program from 1:00 pm to 8:00 pm with the headliner finishing by 7:30 pm.
4. **Security.** Last year there were 5 Dusty's door hosts, 10 third party security licensed guards and 2 roaming RCMP officers. This year we will be doubling the amount of internal door hosts to 10, we will use 10 third party security guards and we will defer to the RCMP on how many officers they feel will need to be assigned.
5. **Washrooms.** Last year we reserved the use of the Dusty's Backside washrooms for the talent, which we will not be doing this year. This increases the amount of useable facilities by 7. We will also be adding an additional 3 portable toilets for a total of 6 outside. These portable toilets will be placed in more strategic areas for people to use them, including 2 units outside of the TUA are in the event there is a line up or people exiting after the event.

I believe this addresses the issues and concerns that we are aware of and look forward to your feedback so that we can work towards another successful signature event for the resort. Please let me know at your earliest convenience you would like more detail on any of these points and require further clarification.

Regards,



J. Michael Varrin  
General Manager, Food & Beverage  
Whistler Blackcomb  
(604) 938 7386



Canada Day 2017

APPENDIX B  
Legend

Polygon Measurements



1158 sq meters  
Capacity @ 0.6 m<sup>2</sup>/person  
1158/0.6 = 1930 persons





## REPORT | ADMINISTRATIVE REPORT TO COUNCIL

**PRESENTED:** May 9, 2017

**REPORT:** 17-048

**FROM:** Corporate, Economic & Environmental Services

**FILE:** 8374

**SUBJECT:** INVASIVE SPECIES: SLRD BYLAW PROPOSAL & PROGRAM UPDATE

### COMMENT/RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

**That** the recommendation of the Director of Corporate, Economic & Environmental Services be endorsed.

### RECOMMENDATION

**That** the RMOW provide consent in principle regarding the Regional Invasive Species Service Establishment Bylaw attached as Appendix “A” to Administrative Report to Council No 17-048.

### REFERENCES

Appendix A – Consent in Principle – Regional Invasive Species Service Establishment (SLRD letter dated March 13, 2017)

### PURPOSE OF REPORT

The purpose of this report is to provide a brief overview of RMOW activities related to invasive species management and to provide the rationale for supporting the request from the SLRD for consent in principle regarding their proposed Regional Invasive Species Service Establishment Bylaw.

### DISCUSSION

#### RMOW Invasive Species Management Program

Council endorsed the RMOW’s Invasive Species Management Plan (ISMP) in April, 2014. The goal of the ISMP is to provide a municipal management framework to maintain biodiversity and minimize potential risks to our community through developing and implementing effective management strategies for invasive species. These strategies include education, collaboration, legislation and on-the-ground best practices in prevention, eradication, containment and control.

While the RMOW leads some of its own actions, since 2009 it has also worked in close collaboration with the Sea to Sky Invasive Species Council (SSISC) to manage invasive species in Whistler and to more efficiently leverage resources. SSISC is the lead agency for public education, collaboration, monitoring, and removal of invasives from Lions Bay to Pemberton/Mount Currie. SSISC and the member municipalities are making progress, but the rapid increase in human activities and development in the corridor is driving an increase in invasive species pressures as well.

To increase local understanding of the situation in Whistler, in 2016 the Environmental Stewardship team hired a GIS contractor and SSISC to prepare a spatial analysis of municipal lands in order to identify locations of priority invasive species, and to provide a recommended work plan and budget for control and maintenance. Using the analysis as a foundation, a new 2017 RMOW project with a \$29,000 budget was created to fund additional invasive species management: \$20,000 for inventory, control and monitoring of high priority species; \$3,500 for the annual SSISC administration fee; \$5,500 for related communications and support. It is anticipated that the new project, its associated funds and the increased interdepartmental and agency collaboration will further improve the RMOW's effectiveness in managing invasive species.

### **SLRD Invasive Species Service Establishment Bylaw Proposal**

Recently, the RMOW received a letter from the Squamish Lillooet Regional District (SLRD) dated March 13, 2017 titled: Consent in Principle – Regional Invasive Species Service Establishment. The SLRD is proposing a new bylaw with a tax requisition in respect of a proposed regional invasive species control service area for Electoral Areas A, B, C and D, District of Squamish, RMOW, Village of Pemberton and District of Lillooet. The raised funds to be contributed to the Lillooet Regional Invasive Species Society (LRISS) and Sea to Sky Invasive Species Council (the Societies).

The SLRD proposes that the service establishment bylaw have a maximum annual requisition limit of \$75,000, and an equivalent rate per \$1,000 of net taxable value of land and improvements with only \$50,000 to be requisitioned in the first year (2018) of the bylaw's implementation. The RMOW's contribution is set at 20% which would be \$10,000 in year one, with a potential to increase to \$15,000 if the maximum requisition of \$75,000 is implemented in the future.

The apportionment rates and requisition amount may be adjusted by the SLRD Board if necessary. This requisition structure provides room for growth if the Societies' funding needs increase in the future but both Societies anticipate only minor budget increases in the order of \$1,000 - \$5,000 for their respective programs in 2017 and beyond.

The SLRD is requesting consent in principle from the four SLRD member municipalities prior to drafting the invasive species service establishment bylaw for the SLRD Board's consideration.

Currently, funding for the electoral areas is delivered through SLRD Area Directors' discretionary funds. In this scenario, it is up to the director for each electoral area to provide funding for invasive species management. Funding has been uneven and uncertain with this approach. SSISC has been working with the SLRD over the past few years to establish a more secure and fair funding arrangement. The new proposal will provide certainty for invasive species management in the electoral areas outside municipal boundaries.

The \$10,000 requested through the SLRD proposal is in addition to current RMOW invasive species management budgets. The new funds and activities are complementary to the program the RMOW delivers with SSISC within the RMOW boundary, and are not intended to replace it. The benefit to the RMOW is that the extra funds will support activities in the areas surrounding the municipality, which will help to reduce the incidence of invasives arriving in Whistler from other areas in the region.

If approved, the service and regulatory bylaws will proceed through the establishment process in preparation for inclusion on the 2018 tax roll. The Societies will be required to enter into service contracts, and provide annual work plans and final reports to ensure transparency and accountability.

After reviewing the proposal, staff recommends providing consent in principle for the proposal. It is a mechanism for providing fair and predictable funding for the electoral areas, and an opportunity to reduce the migration of invasive species into RMOW municipal boundaries.

## WHISTLER 2020 ANALYSIS

W2020 Strategy	TOWARD Descriptions of success that resolution moves us toward	Comments
Finance	Resort community partners work together to identify shared spending priorities, share resources, and leverage funds and financing opportunities.	The SLRD proposal promotes collaborative efforts optimize to fiscal and human resource efficiency.
Natural Areas	An ecologically functioning and viable network of critical natural areas is protected and, where possible restored.	The SLRD proposal aims to protect critical natural areas by reducing risks posed by invasive species.
Natural Areas	Indigenous biodiversity is maintained.	The SLRD proposal aims to maintain indigenous biodiversity by reducing/eliminating the threats to biodiversity posed by invasive species.
Partnership	Partners work together to achieve mutual benefit.	The SLRD proposal promotes collaborative efforts to maintain biodiversity through minimizing the risks of invasive species, which will benefit all regional partners.

W2020 Strategy	AWAY FROM Descriptions of success that resolution moves away from	Mitigation Strategies and Comments
	N/A	The SLRD proposal is a small investment to leverage resources and present a coordinated regional response that will be more effective than working in isolation.

## OTHER POLICY CONSIDERATIONS

The RMOW Official Community Plan, Corporate Plan and Whistler2020 prioritize protection of the natural environment. Managing invasive species is an effective way to protect biodiversity and natural areas.

The Community Energy and Climate Action Plan (CECAP) also identifies minimizing threats from invasive species as a priority adaptation objective. Recommended CECAP action 8.5.7.1 states: improve invasive species management efforts related to increasing pressures associated with a changing climate. The SLRD proposal is in alignment with this CECAP recommendation.

## BUDGET CONSIDERATIONS

The RMOW has been budgeting for invasive species management activities for a number of years. Resort Experience Landscape Maintenance dedicates two days of staff time to control efforts on municipal land, and the Environmental Stewardship department budgets for the SSISC local government contribution and control activities which have historically amounted to approximately \$8,000 per year.

In 2017, a new project (P067) was included in the RMOW budget for Invasive Species Management. The \$29,000 allocated in the 2017 budget includes the annual local government

contribution to SSISC, communications, and inventory and control of identified high priority species. Similar to the SLRD proposal, the new project provides increased certainty to invasive species management funding.

The SLRD request is additional funding of \$10,000 with a possible increase up to \$15,000 in future. The estimated RMOW residential tax rate impact is .00067/\$1,000. The estimated annual cost for a \$1,000,000 home will be \$0.67.

## **COMMUNITY ENGAGEMENT AND CONSULTATION**

The SLRD staff report states that public education and outreach activities would largely fall under responsibility of both Societies. The SLRD will update its website with information on the service and regulatory bylaw (if established), as well as with links to outreach and educational materials from the BC Invasives Society.

The proposed SLRD Bylaw, once developed, will also be subject to statutory processes including opportunities for community and stakeholder input, as well as Board approval.

Given the small RMOW budget impact if approved, staff will not undertake separate public consultation but will communicate the additional resources as part of its invasive species management communications efforts.

## **SUMMARY**

The SLRD is requesting consent in principle from the four SLRD member municipalities prior to drafting the invasive species service establishment bylaw for the SLRD Board's consideration. It is staff's recommendation to support the proposal which will provide a positive synergy with RMOW efforts within the municipal boundary.

Respectfully submitted,

Heather Beresford  
ENVIRONMENTAL STEWARDSHIP MANAGER  
for  
Ted Battiston  
DIRECTOR, CORPORATE, ECONOMIC AND ENVIRONMENTAL SERVICES



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info@slrd.bc.ca www.slrd.bc.ca

March 13, 2017

**BY EMAIL** ([deputyco@lillooetbc.ca](mailto:deputyco@lillooetbc.ca))

Mayor and Council  
District of Lillooet  
615 Main Street, PO Box 615  
Lillooet, BC V0K 1V0

**Attention: Paula Skrzeta,  
Deputy Clerk**

**BY EMAIL** ([lschimek@whistler.ca](mailto:lschimek@whistler.ca))

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

**Attention: Laurie-Anne Schimek,  
Corporate Officer**

**BY EMAIL** ([sfraser@pemberton.ca](mailto:sfraser@pemberton.ca))

Mayor and Council  
Village of Pemberton  
Box 100, 7400 Prospect Street  
Pemberton, BC V0N 2L0

**Attention: Sheena Fraser, Manager  
of Corporate & Legislative Services**

**BY EMAIL** ([rarthurs@squamish.ca](mailto:rarthurs@squamish.ca))

Mayor and Council  
District of Squamish  
PO Box 310  
Squamish, BC V8B 0A3

**Attention: Robin Arthurs,  
Corporate Officer**

Dear Mayor and Council - Member Municipalities:

**Re: Consent in Principle - Regional Invasive Species Service Establishment**

Following several years of discussions regarding the potential establishment of a regional invasive species service, the Squamish-Lillooet Regional District ("SLRD") Board passed the following resolutions:

1. *THAT the tax requisitions in respect of the proposed regional invasive species control service area from Electoral Area A, Electoral Area B, Electoral Area C, Electoral Area D, District of Squamish, Resort Municipality of Whistler, Village of Pemberton and District of Lillooet be contributed to the Lillooet Regional Invasive Species Society and Sea to Sky Invasive Species Council ("Organizations"), with the apportionment of such contributions between the two Organizations to be determined on an annual basis by the two Organizations themselves.*
2. *THAT the Squamish-Lillooet Regional District review this apportionment methodology after the first year of any invasive species bylaw implementation.*

3. *THAT the proposed regional invasive species service establishment bylaw have a maximum annual requisition limit of \$75,000 and an equivalent rate per \$1,000 of net taxable value of land and improvements, with only \$50,000 to be requisitioned in the first year of the bylaw's implementation as follows:*
  - a. *Resort Municipality of Whistler \$10,000*
  - b. *District of Squamish \$10,000*
  - c. *Electoral Area C \$10,000*
  - d. *Electoral Area D \$10,000*
  - e. *Village of Pemberton \$ 2,500*
  - f. *District of Lillooet \$ 2,500*
  - g. *Electoral Area A \$ 2,500*
  - h. *Electoral Area B \$ 2,500; and,*
4. *THAT consent in principle from the four Squamish-Lillooet Regional District member municipalities be obtained prior to drafting the invasive species service establishment bylaw for the Squamish-Lillooet Regional District Board's consideration.*

The SLRD is aware that some member municipalities, through their respective municipal programs, are already providing funding to the Lillooet Regional Invasive Species Society and Sea to Sky Invasive Species Council. However, it is the SLRD Board's view that:

- existing municipal programs could be further supported by the development of invasive species management on a regional scale;
- such regional service would be most effective by:
  - the participation of the four member municipalities together with the four Electoral Areas in order to provide consistent, reliable and balanced funding; and
  - being administered by the Lillooet Regional Invasive Species Society and Sea to Sky Invasive Species Council as the organizations with expertise in this area.

While member municipality consent would of course be required through the formal process of consenting Council resolutions (once any invasive species service establishment bylaw has been given three readings by the SLRD Board), the SLRD Board has also directed that as a preliminary gauge of support for this initiative, consent in principle of the four member municipalities be obtained prior to the drafting of the proposed service establishment bylaw.

To assist your Councils in understanding the rationale behind this proposed regional service, I have enclosed the associated staff report. We are aiming to bring this back to the SLRD Board meeting on April 19, 2017. We look forward to receiving your responses and your comments, so that we may move forward on this initiative.

Yours truly,



Kristen Clark

Director of Legislative and Corporate Services

[kclark@slrd.bc.ca](mailto:kclark@slrd.bc.ca) 604.894.6371 ext. 230

/enclosure





## DIRECTION REQUEST

### Invasive Species Control Service Area Framework

**Date of Meeting: Board of Directors – January 25, 2017**

**Request:**

THAT the Board provides direction on the framework for the establishment of a regional regulatory service for the control of invasive plant and animal species in the Squamish-Lillooet Regional District with special consideration given to the following:

- Scope of service participation with respect to total annual requisition amount, specific annual allocation amounts to each invasive species society, and decision making authority for use of the requisitioned funds;
- Timing of service establishment;
- Timing and administrative details with respect to a potential invasive species regulatory bylaw.

**Attachments:**

- June 23, 2016 Direction Request—Regional Invasive Species Service(s) for the SLRD
- April 28, 2016 Direction Request—Regional Invasive Species Service(s) for the SLRD) with attached Sea to Sky Invasive Species Council DRAFT Regional Strategy 2015-2020, and Lillooet Regional Invasive Species Society 2013 Strategic Plan

**Key Information:**

Issue:

At the June 22/23, 2016 Board Meeting, the Board resolved:

*THAT staff develop, for the Board's consideration, a framework for a regional invasive species cost centre/service area that has total requisition funding of \$50,000 apportioned as follows (i.e. versus based on assessment values):*

*Resort Municipality of Whistler \$10,000  
District of Squamish \$10,000  
Electoral Area C \$10,000  
Electoral Area D \$10,000  
Village of Pemberton \$ 2,500  
District of Lillooet \$ 2,500  
Electoral Area A \$ 2,500  
Electoral Area B \$ 2,500*

This report presents a framework that discusses the issues and options with respect to the establishment of a regional invasive species regulatory service.

### Background:

At the April and June 2016 Board meetings, the Board considered reports from the regarding the options for addressing invasive species control through the establishment of a service. Options were presented for local services, sub-local services, a regional service excluding the member municipalities, and a regional service including the member municipalities. Due to the pervasive and permeable nature of these species and the threat they impose to the entire region, the Board resolved for staff to establish a framework for a regional approach for invasive species via the establishment of regional invasive species service area with a corresponding cost center having a total requisition funding of \$50,000. Included in this framework is a regional service establishment bylaw and a corresponding regulatory bylaw required to provide the authority for the enforcement and control of the Squamish-Lillooet Regional District's ("SLRD") invasive species by the appointed invasive species societies: the 'Sea to Sky Invasive Species Council' (SSISC) and the 'Lillooet Regional Invasive Species Society' (LRISS) (collectively, the "Societies"). The option and implications of entering into agreements with the Societies has also been included in this framework.

### Service Establishment and Regulatory Authority

A regional service would be established under the authority of Part 10 of the *Local Government Act* ("LGA") following the statutory requirements set-out therein. These requirements have been presented in a timeline format in Appendix A. The remainder of this report discusses the implications of the service establishment, as well as additional items for consideration, such as service delivery, service review and service withdrawal.

As per s. 347 of the LGA, a regulatory service can be established without elector approval via the written consent of the electoral area director where the participating area includes the whole electoral area and there is no borrowing involved. Additionally, where the consent of participating municipalities is required—as is the case with this service—a consenting council resolution must be obtained from each participating member municipality. Once inspector approval has been received, the Board can formally adopt the service establishment bylaw and, in turn, the regulatory bylaw. Participant consent and statutory approval from the Ministry of Community, Sport and Cultural Development ("MCSCD") are not required for the regulatory bylaw, and staff are confirming with MCSCD governance advisors whether the bylaw would

require approval from other Provincial Ministries or agencies prior to adoption (e.g. Ministry of Environment).

The April 28, 2016 Invasive Species direction request report (attached) highlighted the two different approaches for invasive species control available to local government in BC: the *LGA* and the *Weed Control Act* (“*WCA*”). That report noted the following with respect to establishing a service area under the *LGA*:

- A service establishment bylaw under the *LGA* for invasive species control provides greater flexibility than under the *WCA*
- This is primarily because under the *LGA* the bylaw can specify a custom list of priority species, whereas under the *WCA*, the species are limited to what is currently included in the *WCA*
- The *WCA* list is somewhat out of date, and while the Province has been indicating that it will update it for several years, it is not as regionally appropriate as it could be.

The *WCA* has a much stronger focus toward agriculture, with annual grants being provided through the Ministry of Agriculture, and a more formal structure with a requirement for a reporting committee and notices of enforcement through the *WCA*. Due to the somewhat more rigid and outdated nature of the *WCA*, Staff does not endorse this approach.

Instead, Staff recommends regulations under the *LGA* given the ease of establishment and lower program costs incurred under this authority. A regulatory bylaw under the *LGA* would address issues such as the geographic area, the authority of the control officers, notification due to property owners and occupiers, additional cost recovery mechanisms, the appeal process, and the offence and penalty terms. The bylaw could refer to the list of prohibited invasive species identified under the regulations to the *WCA*, regulations to the *Wildlife Act*, and other invasive species prioritized for control by the SSISC and LRISS as the SLRD’s regulated species. This would facilitate an approach to address a wide range of invasive plants, animals and insects that are currently listed under all of the relevant legislation, and additional species that are considered a threat in the SLRD by the region’s invasive species societies. It also ensures that bylaw amendments would not be required if additional invasive species were encountered or discovered, as the bylaw would only reference the lists of species identified by the relevant legislation and organizations, and not the individual species themselves.

Staff at the LRISS recommended that SLRD staff consult with the Regional District of the Okanagan Similkameen (RDOS), as the RDOS has been involved with invasive

species management for over a decade and has extensive experience and capacity in this field. The RDOS recommended to keep a potential regulatory service flexible and succinct so that it can stay current and relevant and not require continual amendments as new invasive species are discovered in a given region.

It should be noted that, generally, the most effective dollar spent on invasive species management is spent on prevention of infestations. Prevention tools include public education, engaging stewardship groups, pet, aquarium and plant retailers, staff training and best management practices. With this in mind, the regulatory bylaw under the service would serve as a back-up for education and prevention activity, rather than as the principal method of control and deterrence. Accordingly, the Societies would utilize a significant portion of the requisition funds from the service for prevention and education/outreach activities before turning to regulatory control measures. A plan of all of the Societies' annual operating activities for the Regional District as a whole, including education/outreach activities, would be required on an annual basis during the SLRD's financial planning period to outline their annual funding needs in order to coincide with the SLRD's financial plan, and in order that the SLRD's needs with respect to a specific area, which may change from year to year, can be addressed with the funding.

The Board previously directed staff to develop a framework for a regional invasive species control service requiring funding commitments from each SLRD participant, for control and outreach activities primarily throughout the electoral areas, but also to support a broader coordination effort between electoral areas and member municipalities and along the borders of a municipality. While a regional service is appropriate given the pervasive nature of this issue, it should be noted that three of the SLRD member municipalities (RMOW, DoS and VoP) are already providing funding to the SSISC through their own municipal programs.

#### Taxation Implications

The Board requested staff to consider the requisition of a maximum of \$50,000 for this potential service, with specific allocations for each participant. Table 1 describes the taxation implications for the maximum requisition and provides the relevant rate per thousand, as well as the annual cost to a typical \$500,000 home with all municipalities and electoral areas participating per the June 2016 Board resolution.

Table 1: Taxation Figures

Invasive Species Service Funding				
Requisition based on amount determined by Regional Board		\$50,000	\$50,000	
	2017 Converted Assessments	Apportionment	Estimated Residential Tax Rate / \$1,000	Annual Cost for a Typical \$100,000 home
District of Squamish	701,649,249	20% or \$10,000	0.0014	\$0.143
Resort Municipality of Whistler	1,495,241,667	20% or \$10,000	0.00067	\$0.067
District of Lillooet	29,779,365	5% or \$2,500	0.00840	\$0.840
Village of Pemberton	71,620,866	5% or \$2,500	0.00349	\$0.349
Electoral Area D	106,730,893	20% or \$10,000	0.00937	\$0.937
Electoral Area C	101,993,069	20% or \$10,000	0.00980	\$0.980
Electoral Area B	13,001,015	5% or \$2,500	0.01923	\$1.923
Electoral Area A	24,771,711	5% or \$2,500	0.01009	\$1.009

Staff is seeking direction on the structure of the requisition itself. Staff has identified three options for the 'type' of requisition that could be used for this prospective service as noted in table 2:

Table 2: Requisition Structure Options

Option	Pros	Cons
1. A hard cap of \$50,000 utilizing only a dollar amount and no rate per thousand;	<ul style="list-style-type: none"> <li>- establishes a limit that the societies have to work within, increasing accountability and control</li> <li>- satisfactory for the short-term</li> </ul>	<ul style="list-style-type: none"> <li>- least flexible option, requiring more administrative work if this maximum amount is reached and surpassed</li> <li>-lacks foresight for the long term</li> </ul>
2. A maximum dollar amount and a rate per thousand in order to provide room for growth;	<ul style="list-style-type: none"> <li>- sets a limit for accountability and control, but also allows for growth if required</li> <li>- most balanced approach</li> </ul>	<ul style="list-style-type: none"> <li>- not particularly flexible, will require greater administrative work and oversight than if just a higher requisition limit is set</li> </ul>
3. A higher requisition rate set at the outset of the service establishment so that the bylaw does not need to additional approval of the Inspector if the Board desires to increase the budget for this program.	<ul style="list-style-type: none"> <li>- most flexible option requiring least amount of administrative work to accommodate change</li> <li>- could still start off with the \$50,000 as determined by the Board</li> </ul>	<ul style="list-style-type: none"> <li>- does not provide a limit or set a measure of a control for the Societies to work within</li> <li>-potentially less attractive to the electorate</li> </ul>

Given the pros and cons identified in Table 2, staff recommends setting a maximum dollar amount and a rate per thousand in order provide a measure of accountability and set a hard limit on program costs, but also provide room for growth if the Societies' funding needs increase in the next few years.

Requisition funding would not be available to these Societies until 2018 due to the timing of approvals for service establishment and the timelines BC Assessment follows for amendments to the tax roll. Therefore, the Societies will have to continue to rely on Select Funds (see below) and municipal funds through 2017 for control and outreach activities in the SLRD. If agreed to by the Board, the service and regulatory

bylaws would proceed through the regular establishment process in preparation for inclusion on the 2018 tax roll. A timeline describing this process is provided in Appendix A.

The SSISC and LRISS have indicated that their funding needs in 2017, and likely 2018, will not drastically differ from 2016. The 'control' aspect of their operations (as opposed to 'education and outreach') operated below their budgeted amount in 2016, however expansion of their education activities has been identified as a priority. In that respect, both the SSISC and LRISS anticipate only minor budget increases (reportedly in the order of \$1,000-\$5,000) for their respective programs in 2017 and beyond.

#### Sea to Sky Invasive Species Council Funding Needs

Under the current system, the Societies receive funding from the SLRD out of the Electoral Area Select Funds. These funds are provided by the SLRD to the Society for regional monitoring, control and outreach work that has been planned by the Society for the SLRD's electoral areas C and D. This prospective service does not propose to significantly change the arrangement, as the funding would still be used for the Society's regional programming in the SLRD's electoral areas, though it would come in part from the municipalities. Staff recognizes that some of the municipalities currently contribute to the SSISC for their own, local invasive species programming. Those contributions are expected to continue and would overlay the regional funding provided by all SLRD participants through this regional service. The SSISC's ongoing funding needs are, at a minimum, the status quo from 2016 and prior years. The 2016 amounts were comprised of the following:

From Area C Select Funds:

- Local Government Partnership Program (Coordination, Education & Outreach)  
Total: **\$1,500**
- Inventory, Control & Monitoring  
Total: **\$7,500 (\$9,000 in total)**

From Area D Select Funds:

- Local Government Partnership Program (Coordination, Education & Outreach)  
Total: **\$1,500**
- Inventory, Control & Monitoring  
Total: **\$10,500 (\$12,000 in total)**

***SSISC Annual Grand Total: \$21,000***



### Lillooet Regional Invasive Species Society Funding Needs

Similar to the SSISC, the funding needs of the LRISS are not expected to change for the next few years as the Society continues with its current control and outreach programming. The LRISS's funding requirements for regional programming have been:

From Area-A Select Funds:

- **\$3,250**

From Area-B Select Funds:

- **\$5,500**

*LRISS Grand Total:*

- **\$8,750**

*SSISC & LRISS 2016 Grand Total:*

- **\$29,750**

Specific funding allocations within the Societies were not provided.

Currently, the Societies develop annual work programs with corresponding budgets and review and submit these to the Electoral Area Directors. Staff suggests maintaining a similar system under the service model with the Societies providing their annual work programs and budgets in November/December each year for staff to review with the Electoral Area Directors.

The \$50,000 amount established by the Board would both set a cap and provide for additional funding to be available to the 2 Societies; although, as noted above, their annual regional programming budgets are not expected to significantly increase beyond the amounts they have requested in the past few years. If the Societies did submit budgets with significant increases, the Board would retain the ability to enquire further into the reasoning behind the increases, or respond to the Societies with general direction on limits to their programming.

Additionally, the Board may wish to encourage the Societies to bring a comprehensive 'wish-list' of all potential monitoring, control and outreach activities with a regional context so that the SLRD is provided some ability to help direct the regional programming and assist with the establishment of regional programming budgets.

### Need for Potential Agreement or Funding Allocation Guidelines



Staff considered the concept of a contribution or operating agreement between the SLRD and each society, as the Societies will continue to carry out their operating activities (i.e. control and education/outreach) as usual. The benefits of an agreement are to ensure a measure of accountability and transparency between the SLRD and the Societies, and to also ensure a greater degree of certainty with respect to the ongoing funding for the Societies and partly for the SLRD. As well, the SLRD currently does not have the human resources available to undertake invasive species work on its own, so outsourcing that to Societies that have the requisite experience and abilities is the best approach. The drawbacks of an agreement would be that funding becomes slightly more prescriptive, meaning the Societies may lose some control over their operating decisions, and both the SLRD and the Societies would incur a higher degree of administrative work in administering and reporting on the agreements. Despite these minor drawbacks, any funding provided to the Societies from a tax requisition should be provided under a contractual arrangement to ensure the accountability and certainty this funding is meant to offer over the current 'Select-Funds' arrangement. If this project is to move forward, staff would draft a contribution agreement as an attachment to the establishing bylaws for the Board's consideration.

Furthermore, the Board should consider issues respecting the ratio or apportionment of costs between the Societies and whether guidelines should be developed to more formally administer this. Currently, of the \$29,750 provided to both Societies in 2016, the SSISC receives about 71% of the funding, with the LRIS receiving 29%. In the current model, this allocation works as the allocations are proportionate to the amount of regional select funds being provided. Under the proposed regional service model, however, the northern electoral areas and municipality would contribute only 15% of the total service funding, with the southern electoral areas and municipalities contributing 85%. Accordingly, the Board may wish to consider whether the service participant apportionments described in Table 1 should be adjusted given the current 70/30 split of the Societies total operating costs. If the 70/30 split of total operating costs is maintained by the Societies, which the Societies anticipate at least for the next few years, the Board may wish to consider one of the following:

- An apportionment that is more aligned with the amounts currently provided to the 2 Societies. For clarity, the southern municipalities and electoral areas could share in 70% of the service funding (instead of 85% as proposed on page 1 of this report), with the northern electoral areas sharing 30% of the requisition, as based on the reported funding needs of the societies from the past few years. Specific apportionments for each participant could then be tweaked to amount to this ratio.

- The Board could maintain the allocation as noted on page 1, and determine the allocations to be provided to the 2 Societies on a yearly basis, with such allocation not being based on the proportion that is provided by the service participants, but rather on what is required by the Societies to carry out their work in the most effective manner.

#### Integration into the SLRD Ticketing and Enforcement Bylaw

The SLRD's ticketing and enforcement bylaw, cited as "Squamish-Lillooet Regional District Bylaw Notice Enforcement Bylaw No. 1447-2016, Amendment Bylaw No. 1491-2016", will be receiving annual or semi-annual amendments to reflect and include both the establishment of new bylaws with ticketing and enforcement provisions, and amendments to existing bylaws with ticketing and enforcement provisions. A regulatory bylaw for the regional invasive species service would likely propose penalty and enforcement provisions aligned with the *Offence Act* setting the maximum penalty amount for any offence at \$2,000 per occurrence. During the Enforcement Bylaw amendment process, staff could establish more specific penalty amounts for the various control offences and integrate these into the Notice Enforcement bylaw as required. Penalty amounts would likely be between \$100-\$500, and specific examples of offences could include the following:

- Excessive occurrence of 'Schedule A' species above 20 centimeters in height located on land parcel--\$250;
- Knowing dispersion of 'Schedule A' species through improperly maintained or cleaned machinery or vehicle --\$250;
- Improper or insufficient disposal of 'Schedule A' species--\$150.
- **\*\*Note\*\*** Invasive Species Regulatory Bylaws enacted by other local governments typically do not list individual species, but rather reference species prioritized by the Province of BC or by a local invasive species society in a schedule to the bylaw in order to stay current without having to amend the bylaw if new species are identified.

The Societies and their staff would not be responsible for implementing enforcement measures and ticketing excessive violators as they are concerned that enforcing bylaw infractions would negatively impact their reputation and standing with respect to their role in carrying out their program's education and outreach activities. Instead, if the Societies became aware of a property with an unreasonably excessive occurrence of invasive species and the owner did not respond to verbal and/or written notices from the Societies to remove the species, the Societies would be able to turn to the SLRD's bylaw enforcement officer to carry out enforcement measures, potentially

ticketing the violator. The interpretation of an ‘unreasonably excessive occurrence’ would partly rely on the discretion of the Societies’ staff as the local experts in invasive species, and would presumably involve properties where invasive species infestations were most severe.

Again, it cannot be overstated that education and outreach is a more effective means of control than ticketing and enforcement. Invasive species know no bounds and are sure to be found throughout the SLRD, across all types of property and land-use. Therefore, the Board should be aware that while enforcement through ticketing and penalties does provide some security, it also poses the risk of penalized property owners complaining that the SLRD is not equally applying the enforcement measures against all violators, including parcels of crown or public land that could be the responsibility of the SLRD or of the member municipalities.

#### Service Review and Withdrawal

Service reviews are a beneficial part of all service arrangements and could be undertaken after a specified time period (e.g. 5 years) to refine the service delivery, provide new information on the service, and ease any existing tensions over service delivery. Customized service review options could be easily designed and integrated as part of a new, regional invasive species service establishment bylaw.

Part 10 Division 6 of the *LGA* provides a process for a participant to withdraw from a service if the service is no longer necessary or beneficial to them, and they cannot agree on changes to the terms and conditions for the service which would accommodate their continued participation. The *LGA* allows participants to withdraw from a service only after all participants fail to resolve the issue in dispute to everyone’s satisfaction. Participants must try to agree on fair terms and withdrawal conditions through negotiation, facilitation or mediation. A minister-appointed facilitator or arbitrator can help service participants reach acceptable terms and conditions of withdrawal.

As invasive species are an emerging, regional issue with substantial social and economic implications, staff does not expect disputes arising from service reviews or withdrawal to be an significant risk associated with the establishment of this potential service.

#### **Options:**

The following options are available to the SLRD Board:

1. Direct staff to draft the service establishment and regulatory bylaws for the Board’s review in the spring of 2017. This will require staff to carry out further

analysis and research for the bylaws over the coming month(s), with the three readings and adoption of the bylaw(s) occurring later in 2017. The Board may wish to provide more detailed direction on the following:

- a. scope of participation with respect to total annual requisition amount and apportionments.
  - b. type of requisition (i.e. hard cap dollar amount, or dollar amount plus requisition amount, or higher requisition amount with no dollar-limit).
  - c. specific annual allocation amounts (or percentages) to each invasive species society.
  - d. timing of service establishment.
  - e. inclusion (and timing) of regulatory bylaw as described in this report.
2. Defer drafting of the bylaws until later in 2017 or 2018 once a deeper level of research and analysis has been completed.
  3. Reject the concept of a regional invasive species service and associated regulatory bylaw.

### **Preferred Option:**

Option 1: Direct staff to draft the service establishment and regulatory bylaws for the Board's review in the spring of 2017.

The Board may prefer to proceed under a gradual approach to ensure careful alignment with municipal invasive species programs, and that additional information can continue to be gathered on this prospective regional service. Because the service cannot be established until 2018 (with a February 1, 2018 deadline for inclusion on the assessment roll), the SLRD may wish to continue to provide Select Funds in 2017 to ensure control and outreach programs are maintained in the Electoral Areas this year. Staff can then return the bylaw to the Board in the next few months to ensure that there is a level of comfort with all service participants, and with the Invasive Species Societies.

### **Current and Future Policy Considerations:**

- Alignment with the SLRD's Integrated Sustainably Plan
- Compliance with the SLRD's Bylaw Enforcement Policy
- Integration into the SLRD's Ticketing and Enforcement Bylaw through a bylaw amendment

- Potential alignment with and update of the Completion of Building Permits Policy
- Potential alignment with and update of the Temporary Use Permits Policy
- Potential alignment with and update of the Park Inspection Policy

#### **Legal/Financial Considerations:**

- If this project continues to move forward, staff should ensure compliance with the following Provincial and Federal legislation.
  - Provincial: *Local Government Act and Community Charter, Weed Control Act, Wildlife Act, Farm Practices Protection Act, Forest and Range Practices Act and Integrated Pest Management act* (and associated regulations).
  - Federal: *Canadian Environmental Protection Act, Pest Control Products Act, Plant Protection Act, Seeds Act, Species at Risk Act and Wild Animal and Plant Protection and Regulation of International and Inter-Provincial Trade Act.*
  - Staff will periodically consult the SSISC and LRISS and BC Invasives Society on compliance issues.

#### **Additional Follow-Up Action:**

The following action-items are suggestions that have been pulled out of the BC Invasives Society “Invasives Species Toolkit for Local Government”, and are in addition to the service establishment actions that would be required if the Board directs staff to move forward with the establishment of an invasive species service.

- 1) Public Education: Public education and outreach activities would largely be the responsibility of both Societies. That being said, the SLRD could update its website with information on the service and regulatory bylaw (if established), as well as with links to outreach and educational materials from the BC Invasives Society.
- 2) Staff Education: The SLRD could invite an invasive species expert to come and give a staff-level presentation or discussion, potentially on a lunch hour period. Additionally, the SLRD’s bylaw enforcement officer would be required to receive some education and training from the BC Invasive Species Society for potential infraction situations highlighted by either regional Society.

- 3) Partner Collaboration: SLRD staff would collaborate with the regional invasive societies on control and bylaw infraction issues.
- 4) Incorporation of Best Management Practices: Invasive Species Best Management Practices could be introduced into relevant Board and Administrative Policies, as noted above.
- 5) Identify a Staff Contact: The SLRD has appointed its Senior Planner (Ian Holl) as a representative on the regional Societies' Boards. Continued, annual affirmation of this appointment should be given.

<b>Submitted by:</b>	Graham Haywood, Project and Research Coordinator
<b>Approved by:</b>	Lynda Flynn, CAO

## **Appendix A: Service Establishment Timeline**

### **Timeline for Potential Service Establishment**

<b>January 25, 2017</b>	The SLRD Board receives and reviews the framework report from staff on a regional invasive species service and provides guidance and direction for further refinement.
<b>End January-Mid April</b>	Staff continues working with the SSISC, LRISS and member municipalities on the regulatory bylaw, service establishment bylaw, and continues to assist, where possible, with the Societies' respective management plans and strategies.
<b>April 19, 2017</b>	SLRD Board receives and reviews the Service Establishment and Regulatory Bylaws and gives the Service Establishment Bylaw a first, second and third reading. Electoral Area Director consent is obtained.
<b>End of April-Mid May</b>	Member municipality consent is obtained through consenting council resolutions from the RMOW, DoS, VoP, and DoL councils. As well, the Service Establishment bylaw is forwarded to the Inspector of Municipalities for statutory approval [ <i>Ministry's anticipated processing time is 8-10 weeks.</i> ]. The SLRD's Corporate Officer also certifies the Bylaws.
<b>June 28, 2017</b>	If statutory approval has been received, the Board adopts the Service Establishment Bylaw. Three readings of the regulatory bylaw are given.
<b>Beginning of July, 2017</b>	Regulatory bylaw is forwarded to the Ministry of Environment, the ALC and other relevant agencies for review and comment.
<b>End of August, 2017</b>	SLRD receives comments (and potentially approval—if required) back from Provincial Ministries, ALC and other relevant agencies on the regulatory bylaw.
<b>September 20, 2017</b>	SLRD Board formally adopts the regulatory bylaw.



<b>End September 2017:</b>	SLRD applies for Certificate of Approval for new bylaws.
<b>October 31, 2017:</b>	Date by which the SLRD should have Certificate of Approval.
<b>Early November 2017</b>	SLRD provides copies of service establishment bylaw and associated documents to BC Assessment for inclusion on the 2018 Roll
<b>February 1, 2018:</b>	Final deadline for 2018 taxation year for ad valorem tax requisitions.

# Attachment No. 1



## DIRECTION REQUEST

Regional Invasive Species Service(s) for the SLRD

**Meeting dates:** June 23, 2016

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**To:** SLRD Board/Committee of the Whole

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### REQUEST:

The SLRD Board to review the options for addressing invasive species control and provide direction to SLRD staff as to the desired course of action thereto.

### KEY ISSUES/CONCEPTS:

At the April 27 and 2, 2016 Board meeting the following resolution was passed:

*THAT the Direction Request – Regional Invasive Species Service(s) for the SLRD be referred to a future Committee of the Whole meeting; and*

*THAT staff provide additional information regarding funding options for a potential invasives species service(s) [i.e. via one service for the four elected areas as well as funding from Cost Centre #1000 General Government]; and*

*THAT representatives from the Sea to Sky Regional Invasive Species Council and the Lillooet Regional Invasive Species Society be invited to attend such meeting.*

At the previous March 18, 2015 Board meeting the following resolution was passed:

*THAT staff investigate options for the establishment of a regional SLRD service for Invasive Species control.*

This report incorporates the estimated residential tax rate per \$1,000 of assessed value as requested by the Board at the April 27 and 28, 2016 meeting into each of the previously presented options. The Sea to Sky Invasive Species Council [SSISC] & Lillooet Regional Invasive Species Society [LRISS] have also been invited as a delegation and to be part of the discussion as to this report.

## BACKGROUND:

The SLRD Electoral Areas (and some of the member municipalities through their own budgets) have been actively providing funding in the last several years in response to requests from SSISC and LRISS.

	Area A Select Funds	Area B Select Funds	Area C Select Funds	Area D Select Funds
2014	\$4,000	\$5,500	--	--
2015	\$2,750	\$5,500	\$9,000	\$12,000
2016	\$4,000	\$5,500	\$9,000	\$12,000

For information purposes, here is an outline of SSISC's local government contributions for 2016.

- RMOW - Partnership Program Fee (\$3,000) - comes out of Environmental Stewardship Dept. budget
- RMOW - Community Enrichment Program Grant (pays for Field work) \$5,000
- RMOW - Parks Program control budget (for Field work) \$850
- RMOW - Yellow Flag Iris Control (part of 3 year Federal EcoAction Grant Program) \$5,000 - comes out of Environmental Stewardship Dept. budget
- District of Squamish - Partnership Program Fee (\$4,000)
- District of Squamish - Operational (for Field work) (\$25,000)
- District of Squamish - Capital Projects (for Field work) (\$7,500)
- Village of Lions Bay - Partnership Program (\$1500) *unconfirmed*
- Village of Pemberton - Partnership Program (\$1500) *unconfirmed*
- Village of Pemberton - Operational (for Field work) (\$1500) *unconfirmed*

## ANALYSIS:

Please see Appendix 1 for the April 27 and 28, 2016 report that describes in detail the proposed six options. As presented in the previous report, the six options considered for an invasive species service in the SLRD are:

1. Electoral Area Select Funds (Status Quo)
2. General Government Funds
3. New Local Government Service – One SLRD service area (including member municipalities)
4. New Local Government Service – One SLRD service area (including just the electoral areas)
5. New Local Government Service – Two SLRD service areas (Areas A & B and Areas C & D)
6. New Local Government Service – Four separate electoral area services

It should be noted that one or more member municipalities may wish to become a part of any of options 4 through 6. There are various permutations of this – a discussion of the six options above should capture the discussion as to these permutations as well.

While the April 27 and 28, 2016 Board resolution only requested information with respect to options 2 (which really covers off option 3 as well) and 4 above, a variety of tax requisition information has been provided in order to provide full information. The tables on the following pages provide the tax requisition cost/\$1,000 for four of the above six options that involve the creation of an SLRD service (please note that the first option is also the same if cost centre #1000 General Government is utilized).

Each table outlines the funding apportionment for each of the four service options based on a specific requisition amount. Table 1 has a requisition amount based on the past highest funding level. Tables 2 and 3 provide requisition amounts of \$50,000 and \$10,000, respectively, for comparative discussion purposes. Please note that the \$10,000 option can be utilized as a guide to “scale up” to any other amounts – i.e. \$60,000.

TABLE 1

Invasive Species Service Funding Options		One Service - Entire SLRD (i.e. General Government)	One Service - All 4 Electoral Areas	One Service - 2 Electoral Areas - North (A & B) Service	One Service - 2 Electoral Areas - South (C & D) Service	Four Separate Services for Each Electoral Area	
Requisition based on past highest funding level		\$30,500	\$30,500	\$9,500	\$21,000		
	2016 Converted Assessments	Apportionment	Apportionment	Apportionment	Apportionment	Apportionment	Est. Res. Tax Rate/\$1,000
DISTRICT OF SQUAMISH	\$508,138,237	\$7,599					
RESORT MUNICIPALITY OF WHISTLER	\$1,238,496,393	\$18,520					
DISTRICT OF LILLOOET	\$27,872,072	\$417					
VILLAGE OF PEMBERTON	\$59,124,560	\$884					
ELECTORAL AREA A	\$24,565,936	\$367	\$3,638	\$6,680		\$4,000	0.016
ELECTORAL AREA B	\$10,369,414	\$155	\$1,536	\$2,820		\$5,500	0.053
ELECTORAL AREA C	\$81,451,573	\$1,218	\$12,062		\$10,001	\$9,000	0.011
ELECTORAL AREA D	\$89,571,155	\$1,339	\$13,264		\$10,999	\$12,000	0.013
<b>TOTAL</b>	<b>\$2,039,589,340</b>	<b>\$30,500</b>	<b>\$30,500</b>	<b>\$9,500</b>	<b>\$21,000</b>	<b>\$30,500</b>	
<b>Est. Residential Tax rate /\$1,000</b>		<b>0.0015</b>	<b>0.0148</b>	<b>0.0272</b>	<b>0.0123</b>		

TABLE 2

Invasive Species Service Funding Options		One Service - Entire SLRD (i.e. General Government)	One Service - All 4 Electoral Areas	One Service - 2 Electoral Areas - North (A & B) Service	One Service - 2 Electoral Areas - South (C & D) Service	Four Separate Services for Each Electoral Area	
Requisition based on \$50,000 contribution		\$50,000	\$50,000	\$25,000	\$25,000		
	2016 Converted Assessments	Apportionment	Apportionment	Apportionment	Apportionment	Apportionment	Est. Res. Tax Rate/\$1,000
DISTRICT OF SQUAMISH	\$508,138,237	\$12,457					
RESORT MUNICIPALITY OF WHISTLER	\$1,238,496,393	\$30,361					
DISTRICT OF LILLOOET	\$27,872,072	\$683					
VILLAGE OF PEMBERTON	\$59,124,560	\$1,449					
ELECTORAL AREA A	\$24,565,936	\$602	\$5,964	\$17,580		\$12,500	<b>0.051</b>
ELECTORAL AREA B	\$10,369,414	\$254	\$2,517	\$7,420		\$12,500	<b>0.121</b>
ELECTORAL AREA C	\$81,451,573	\$1,997	\$19,774		\$11,907	\$12,500	<b>0.015</b>
ELECTORAL AREA D	\$89,571,155	\$2,196	\$21,745		\$13,093	\$12,500	<b>0.014</b>
<b>TOTAL</b>	<b>\$2,039,589,340</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	
<b>Est. Residential Tax rate /\$1,000</b>		<b>0.0025</b>	<b>0.0243</b>	<b>0.0716</b>	<b>0.0146</b>		

TABLE 3

Invasive Species Service Funding Options		One Service - Entire SLRD (i.e. General Government)	One Service - All 4 Electoral Areas	One Service - 2 Electoral Areas - North (A & B) Service	One Service - 2 Electoral Areas - South (C & D) Service	Four Separate Services for Each Electoral Area	
Requisition based on \$10,000 contribution		\$10,000	\$10,000	\$10,000	\$10,000		
	2016 Converted Assessments	Apportionment	Apportionment	Apportionment	Apportionment	Apportionment	Est. Res. Tax Rate/\$1,000
DISTRICT OF SQUAMISH	\$508,138,237	\$2,491					
RESORT MUNICIPALITY OF WHISTLER	\$1,238,496,393	\$6,072					
DISTRICT OF LILLOOET	\$27,872,072	\$137					
VILLAGE OF PEMBERTON	\$59,124,560	\$290					
ELECTORAL AREA A	\$24,565,936	\$120	\$1,193	\$7,032		\$10,000	<b>0.041</b>
ELECTORAL AREA B	\$10,369,414	\$51	\$503	\$2,968		\$10,000	<b>0.096</b>
ELECTORAL AREA C	\$81,451,573	\$399	\$3,955		\$4,763	\$10,000	<b>0.012</b>
ELECTORAL AREA D	\$89,571,155	\$439	\$4,349		\$5,237	\$10,000	<b>0.011</b>
<b>TOTAL</b>	<b>\$2,039,589,340</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$40,000</b>	
<b>Est. Residential Tax rate /\$1,000</b>		<b>0.0005</b>	<b>0.0049</b>	<b>0.0286</b>	<b>0.0058</b>		



**ATTACHMENTS:**

Appendix 1: SLRD Staff Report April 28, 2016

Prepared by: I. Holl, Planner

Reviewed by: K. Needham, Director of Planning and Development

Approved by: L. Flynn, Chief Administrative Officer

# Attachment No. 2



## DIRECTION REQUEST

Regional Invasive Species Service(s) for the SLRD

**Meeting dates:** April 28, 2016

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**To:** SLRD Board

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### REQUEST:

The SLRD Board to review the options for addressing invasive species control and provide direction to SLRD staff as to the desired course of action thereto.

### KEY ISSUES/CONCEPTS:

At the March 18, 2015 Board meeting the following resolution was passed:

*THAT staff investigate options for the establishment of a regional SLRD service for Invasive Species control.*

This report outlines a number of options in that regard, and provides a rationale for the proposed recommendations based on the SLRD providing an ongoing commitment to its involvement with the two invasive species committees now operating in its jurisdiction (Sea to Sky Invasive Species Council [SSISC] & Lillooet Regional Invasive Species Society [LRISS]). Recently, as well as in the past, both SSISC and LRISS have received lump sums from Electoral Area Select Funds. However, this approach has lacked stability and certainty for each society and Electoral Area Select Funds are not meant as a source of ongoing continuous funding to organizations.

While this continuing commitment by the SLRD could take a variety of forms, the key aspect to fighting invasive species is consistent funding in some fashion. This is a vital aspect as both SSISC and LRISS carry out on the ground work (education, outreach, inventory, treatment, monitoring) as both organizations have proven track records doing so and the SLRD does not have the in-house capacity to do this work.

There are several local governments, including regional districts, that have established service area bylaws to requisition money to address invasive species issues in a variety of ways. What is proposed for the SLRD is based on some of those examples with additional details included to address the SLRD's needs and circumstances.

In some examples, the funds raised are provided to an invasive species society as part of a letter of agreement or contract which stipulates what the money will be used for (primarily on the ground detection and treatment plus a small portion for administrative costs). Much of that work occurs on private land. User pay models may be employed to address invasive species on private lands,

where an invasive species group would offer that service as part of their work. What is proposed for the SLRD would include public SLRD owned property as well. Part of a contract with each society could allow for each organization to address invasive species on SLRD owned land. Both organizations have done similar work on behalf of provincial ministries on Crown land. In those examples, the society then provides an annual report to the Regional District regarding the activities during that year, what the funds were spent on, and what was achieved.

A comprehensive approach to addressing invasive species issues would include terrestrial, aquatic, plant, and animal species. Local governments have a key role to play in invasive species management in addition to Provincial and Federal governments, as they are directly involved in development activities on land in their jurisdiction. Local governments can, through regulation, control movement of soil, addition/removal of vegetation and trees, and other land use activities that may introduce and/or further transport and spread invasive species. Uncontrolled invasive species infestations on public lands could place local governments in contravention of provincial and federal laws. For example, the BC *Weed Control Act* requires all land occupiers to control the spread of provincial and/or regional invasive species on their land. The role of local government can take a variety of forms. In the SLRD, there is an opportunity to capitalize on existing and established non-profit organizations that are well situated to provide necessary services.

## **RELEVANT POLICIES:**

### Regional Growth Strategy

#### Goal 5: Protect Natural Ecosystem Functioning

- Undertaking noxious weed and invasive species control initiatives

#### Strategic Directions (as part of Goal 5)

##### s. 5.1(f)

- Take an active approach to responsible vegetation management including, where appropriate, consideration of alternatives to herbicides in rights-of-way maintenance, and cost effective measures to control the spread of noxious weeds and alien invasive species. This will be pursued by promoting alternatives to chemical treatments, and investigating introduction of a noxious weed bylaw and awareness program (e.g. restricting fill movements, etc.).

## **BACKGROUND:**

### Invasive Species in BC

According to the provincial government, in many areas of BC the uncontrolled spread of invasive species (plants and animals) has reduced biodiversity, altered habitat, and reduced the forage available for wildlife and livestock. Some of the key reasons for local governments to become involved in addressing invasive species issues in their jurisdiction include:

- property values – can be depressed due to infestations of terrestrial and aquatic species
- recreation – damaged habitat, obstructing trails, affecting fish and wildlife

- human health & safety – include direct effects (such as skin burns and irritations, asthma, etc.), reducing sightlines and decreasing access to equipment and structures in rights-of-way and transportation corridors
- agriculture, forestry, range – may harbour insects and diseases, reduce crop quality and market opportunities
- fire hazard – some species are extremely flammable and can disrupt natural fire cycles (e.g. scotch broom has a high oil content and mature plants naturally include large quantities of dead wood)
- biodiversity – second only to habitat loss in threatening native species
- economic impacts – due to affects resulting from the aforementioned aspects

The Invasive Species Council of BC (ISCBC), previously the Invasive Plant Council of BC, hosted a public forum in January 2011, which marked the transition of the council toward invasive species as a whole, not just plants. The *Invasive Species Strategy for British Columbia* was developed collaboratively by the provincial government, the Invasive Species Council of BC, federal agencies, and community organizations, and was completed in 2012. It addresses the management of invasive species, “which are defined as harmful alien invasive species whose introduction or spread threatens the environment, economy, or society, including human health.”.

#### Invasive Species in the SLRD

There are now two regional committees affiliated with the ISCBC that cover the territory of the SLRD. The Sea to Sky Invasive Species Council (SSISC) includes SLRD Electoral Areas C & D, as well as the District of Squamish, Resort Municipality of Whistler, and Village of Pemberton. The Lillooet Region Invasive Species Society (LRISS) includes SLRD Electoral Areas A & B, and the District of Lillooet. Each society’s regional strategy is attached in Appendices 1 (SSISC) and 2 (LRISS).

Across BC, there are 17 independent regional invasive species organizations that take the form of a regional committee model that provides many opportunities for leveraging funding from a diverse array of sources. The regional committees work closely with ISCBC and each other to provide a variety of necessary services to the public, government, and other stakeholders.

Both SSISC and LRISS, as non-profit societies, are in a position to offer a wide variety of services to local governments, among other stakeholders. Each organization serves as a source of expertise and resources, and a local government could establish a contract for services with them to access:

- Education and outreach materials, workshops, and events
- Specialized field crews that provide:
  - Inventory, site assessment, treatment plan, control, follow-up treatment, monitoring
  - Data entry, mapping, reporting
  - Coordination, communication, and logistics
  - Acquiring all necessary permits, licences, Pest Management Plans (PMP)
- Pooled/shared resources and regular collaboration with other SSISC and LRISS members as well as other regional committees and ISCBC

- Responding to public inquiries
- Maintaining an invasive species database
- High public visibility and promotion regarding invasive species work

SSISC has been in operation since 2009 and LRISS has been in operation since 2011. As SSISC is more established than the LRISS, each organization has been collaborating with the other to address invasive species issues in a coordinated and coherent manner across the SLRD. Membership of both committees includes Federal and Provincial agencies, local governments, First Nations, industry and private businesses, other community non-profit organizations and citizens.

As invasive species continue to be a threat across the SLRD, both in existing infestations and the potential for new species to become established, it is important to continue supporting work on the ground. In order for the control/management of invasive species work to continue, stable and longer term funding for these programs needs to be considered. The current funding arrangement is based on SSISC and LRISS each making an annual request around budget time, which makes planning and budgeting a challenge for those organizations when they need to have crews on the ground in April to start the field season. The societies' charitable status does allow them to apply for a variety of grants and subsidies, in addition to offering their crews for hire on a fee for service basis to land owners. This status and organization structure allows each organization to individually and collaboratively leverage government and industry funding to attract more diverse financial resources that would otherwise be inaccessible to local governments.

From the perspective of SSISC and LRISS, it would be extremely beneficial to remove the administrative burden from each organization that is required to make these annual requests for funds, and increase the stability of funding sources by the SLRD adopting an invasive species service/funding source. In association with this service, each organization can then develop long-term contracts with the SLRD to ensure that their limited budgets are spent cost effectively on what matters most – strategic planning, on the ground work and education regarding invasive species management.

Invasive species do not respect jurisdictions and an integrated approach across both crown and private lands is needed. Through the cost-sharing partnership approach, SSISC and LRISS can deliver services that the SLRD itself would otherwise need to consider providing. A partnership and service approach would be based on a united collaborative effort where multiple landowners, organizations, and agencies are at the table.

The scope and scale of invasive species issues coupled with the vast and diverse geography of SLRD's electoral areas means there are complex and complicated issues to address including:

- Complex and overlapping uses of the land base by resource based industries like forestry, mining, hydro power, and agriculture.
- Increased use of the region for tourism and recreational activities like horseback riding, ATVing, motor biking, mountain biking, boating, and hiking.

- Increased wildfire and suppression activities facilitating spread of invasive species.
- The need to protect values such as wildlife habitat, species at risk, and aboriginal cultural resources.

All of these activities have associated user groups that have the potential to transport, establish and spread invasive species. Both SSISC and LRISS are in a better position to address the issues and provide the following services:

- Strategic planning – undertaking long term planning including action plans with regional partners
- Field programs – providing inventory and treatment on public and private lands
- Outreach and education – providing training for SLRD, and other local government staff and community partners. Participating in and hosting events, information features in media, and provision of resources for public inquires
- SLRD bylaws and policies – providing advice and expertise for the development of policies and bylaws that use best invasive species management practices
- Leveraging additional funding – creating partnerships to address invasive species issues that leverage more funding using local government money when seeking grants

### **Legislation:**

Regional Districts have jurisdiction over private and public land within their regional boundaries with the exception of the member municipalities. This can include some authority for regulating private use of Crown land, for example land use and zoning. Authority for invasive species control is enabled through either the *BC Weed Control Act (WCA)* or the *Local Government Act (LGA)*. Under the *WCA*, an existing species list provides the basis for the controlling function (one can choose which species on the list to enforce, but may not add different species to the existing list). Under the *LGA*, a tailor made list of invasive species may be created as part of the regulations rather than being limited to a Provincial list under the *WCA* that is not kept up to date. Bylaws could be created under both the *LGA* and *WCA* and used together in a complementary fashion. However, there is no advantage to having this regulatory overlap as the *LGA* service and regulations are more flexible than the *WCA* currently.

### ***Local Government Act***

Under the *LGA* (administered by the Ministry of Community, Sport, & Cultural Development) regional districts do not automatically have the authority to control invasive species. A service must be established that has invasive species management as one of its purposes, which is required to exercise the nuisance control powers - this is enabled under s. 325(e) and (f) of the *LGA*. As per s. 347 of the *LGA*, a regulatory service can be established without elector approval via the written consent of the electoral area director where the participating area includes the whole electoral area and there is no borrowing involved. After the service establishment bylaw is adopted, a separate regulatory bylaw is created that includes the activities to be addressed such as invasive species removal, prevention, and education. With the *LGA* approach the regional

district may refer to the list of species under the *WCA*, or define other invasive species deemed to be undesirable. This would facilitate an approach to address invasive species that are not currently listed under the *WCA*, but are considered a major issue in the regional district.

#### *Weed Control Act*

This act (administered by the Ministry of Agriculture & Lands) places a duty on all land occupiers (including government) to control noxious weed species as listed in the accompanying regulations. The *WCA* is primarily focused on protecting agriculture so there will be other invasive species that may be a significant problem, but are not listed under the *WCA* and so may not be dealt with using this approach. However, this approach still allows local governments to plan, implement, and enforce the type of weed control program desired within the boundaries of their jurisdiction. A Weed Inspector is the only person able to enforce the *WCA*, and may be appointed either by the Ministry of Agriculture & Lands or a local government. As part of this approach, the ministry must be kept informed with ongoing reports about the activities of the local government program. A Weed Control Committee could be established to administer the Act within the regional district. This committee would then report to the Regional Board and the Ministry of Agriculture. In order to operate under the *WCA*, a Regional District must pass a service establishment bylaw, but it is not necessary to pass a separate regulatory bylaw since all the relevant regulations are contained within the *WCA*.

#### *Soil Deposit & Removal*

Another tool available that a regional district could use to address invasive species is a soil deposit and removal type bylaw (enabled under s. 327 of the *LGA*). The SLRD recently adopted its soil deposit and removal bylaw. That bylaw will help address the movement of invasive species in “contaminated soil”. The adoption of the soil deposit and removal bylaw will complement the provision of any funding either through a regional SLRD invasive species service, payments to a society, or budgeted monies from General Government funds.

#### **Other Regional Districts:**

Numerous regional districts work closely with one or more regional invasive species organizations within their jurisdictional boundaries. There are a number of examples where regional districts have established service areas through bylaws to raise money that is then provided to an invasive species committee as part of contracting out certain services. Some examples include Regional District of East Kootenay, Thompson Nicola Regional District, Cariboo Regional District, Regional District of Kootenay Boundary. The extent of those contracts and the focus of the services differs between local governments. Many of the service areas in other regional districts are established to draw from electoral areas. Some service areas may include member municipalities though it is likely that a municipality may be operating separately with its own invasive species work.

Some programs are more focused on private land and treatment and equipment loan programs. All have education and outreach as a central component. Some regional districts have staff dedicated part time or full time to invasive species issues. For example, the SLRD could take the basic approach used in the Bulkley-Nechako Regional District (outlined below) and build on it.



### Bulkley-Nechako Regional District

The BNRD works closely with the Northwest Invasive Plant Council (NWIPC). A bylaw was enacted to collect taxes from rural residents only and the majority of the funds are disbursed to the NWIPC according to the terms of a Letter of Agreement signed by the partners. This Letter of Agreement outlines what the funds are to be used for and in what amounts. The NWIPC provides an annual report on what actions were undertaken and how the funds were used.

### **REGIONAL IMPACTS ANALYSIS:**

Invasive species are present throughout the SLRD, and while some are well established, others are less so, and some species are not yet here. Across North America, while all jurisdictions are attempting to address existing infestations, a proactive approach is Early Detection Rapid Response (EDRR) that is cost effective and that involves early detection of newly arrived invasive species, followed by a well-coordinated rapid response to increase the likelihood of eradication or containment of new incursions. This is coupled with continuous efforts to inventory and treat existing established species. The EDRR process is primarily aimed at finding, identifying, and systematically eradicating, containing, or controlling new invasive species before they can reproduce and spread beyond their initial entry area.

Invasive plants and animals present an increasing ecological and economic threat to British Columbia with negative effects on agriculture, forestry, fisheries, recreation, tourism, and human health. While many non-native species that arrive in BC are either beneficial or relatively harmless, there are those species that are detrimental. It is difficult to predict which ones will cause problems, even if past experience demonstrates otherwise, over time as conditions change. Support for regional invasive species organizations is directly in line with a significant goal of the RGS to protect natural ecosystem functioning. The SLRD Board has previously written letters and supported other advocacy efforts to address invasive species such as zebra and quagga mussels. The SLRD Electoral Areas (and some of the member municipalities through their own budgets) have been actively providing funding in the last several years in response to requests from SSISC and LRISS.

	Area A Select Funds	Area B Select Funds	Area C Select Funds	Area D Select Funds
2014	\$4,000	\$5,500	--	--
2015	\$2,750	\$5,500	\$9,000	\$12,000
2016	TBD in June	\$5,500	\$9,000	\$12,000

### **ANALYSIS:**

#### **Establishing an SLRD service for invasive species control:**

In considering a regional SLRD service for invasive species control there are several questions to review including:

- Would the SLRD establish a service area under the WCA or the LGA?

- Would there be:
  - one service area for all of the SLRD, including the member municipalities?
  - one service area for all the SLRD electoral areas (i.e. excluding the member municipalities)?
  - two service areas, one for electoral areas A & B covering the territory of LRISS, and one for electoral areas C & D covering the territory of SSISC?
  - four service areas, one for each electoral area (A, B, C, D)?
  - A variation of the any of the above (i.e. one or more member municipalities may wish to combine with one of the electoral services)?
- What would the service(s) include? (i.e. education & outreach? on the ground inventory, control, monitoring? planning?)
- Who would carry it out? (Regional Invasive Species societies? Internal staff?)
- Establishing a service area under the *LGA*:
  - A service establishment bylaw under the *LGA* for invasive species control provides greater flexibility than under the *WCA*.
  - This is primarily because under the *LGA* the bylaw can specify a custom list of priority species, whereas under the *WCA*, the species are limited to what is currently included in the *WCA*
  - The *WCA* list is out of date, the Province has been indicating that it will update it for years, and it is not as regionally appropriate as it could be.
- Create one service area for the whole SLRD, including the member municipalities:
  - While this option would provide the greatest area and resources to draw upon, it is recognized that many of the member municipalities are already carrying out their own invasive species work.
  - This option would be more complex in organizing funding, staff time, contracts, and jurisdictional and servicing issues than a service area with just the four electoral areas.
  - It recognizes that a unified approach to invasive species in the SLRD is the most proactive and likely cost-effective one.
- Create one service area for the SLRD four electoral areas:
  - This provides a greater area from which to requisition funds and allows greater flexibility when creating contracts with each organization to address current and future needs.
  - It allows the money to be assigned to those areas that need it, while creating greater opportunities for cost sharing and collaborative work between the invasive species organizations.
  - Accessing one service area fund would help those organizations in seeking additional funding from senior government and other partners.
  - It complements the member municipalities that are doing their own invasive species work and demonstrates that the electoral areas are invested in addressing issues in their jurisdiction.
  - It recognizes that a unified approach to invasive species in the SLRD is the most proactive and likely cost-effective one.

- Create two service areas, one for Areas A & B, and the other for Areas C & D:
  - While this option is better than four individual service areas, it would likely result in reduced flexibility in assigning funding as and where it is needed.
  - While this would align with respect to the two different invasive species organizations and the ecosystems etc., it is harder to redirect money from one service to another to assist with changes as needed.
  - There is the potential that it would also perpetuate the perception of a north-south divide in the regional district.
- Create four service areas, one for each electoral area (A, B, C, D):
  - This option may restrict the amount of funding available to adequately address invasive species where the amount of money that could be requisitioned does not meet the needs of the area at a given point in time.
  - It prevents effective pooling of resources to address transboundary issues and cooperative and collaborative efforts to prevent the spread of invasive species.
  - There would be greatly reduced flexibility in spending the money on services when and where they are needed, and being able to adjust as conditions change, with four isolated pools rather than one larger one.
- A variation of any of the above option (i.e. one or more member municipalities may wish to combine with one of the electoral services).

### **Who would do the work?**

This question results in two options: hire an in house staff person or contract out services.

There are two existing organizations that have expertise and resources already in place, and collaborate extensively with other partners. Furthermore, those organizations are in a position to leverage funding from a diverse array of sources and add substantial multiplied value to each dollar provided by a local government.

Contract out the services to regional committees:

- The regional committees (SSISC & LRISS) already have the expertise and resources to carry out education, outreach, planning, and on the ground inventory, control, monitoring work.
- Internal SLRD staff are not trained, experienced, or equipped to address invasive species issues in anywhere near the same level of competency as the existing regional committees.

### **How to fund such services?**

This question results in four main options presented in Table 1.

The first option is maintaining the status quo through annual consideration of grant requests via the various Electoral Area Select Funds. The second option is designated funding from General Government to each invasive species organization as part of a contract for services with each society. The third option would involve the creation of a service area for invasive species as one service including all four electoral areas and the member municipalities. The fourth option would

involve the creation of one service area for invasive species as one service including all four electoral areas and not the member municipalities. The fifth option would have two service areas, one for electoral areas A & B and one for electoral areas C & D. The sixth option would involve four separate electoral area services.

Funds raised would be allocated to the Sea to Sky Invasive Species Society (SSISC) and the Lillooet Region Invasive Species Society (LRISS) on an annual basis through a contract (potentially multi-year) with each organization that stipulates the amount of funds, what activities they can be used for, and the work that will be carried out.

As a requirement of such a contract, each organization would provide an annual report to the SLRD regarding the outcomes from that year. This way a minimum amount of funding could be guaranteed to each organization to carry out on the ground detection and remediation work on private and SLRD owned lands in addition to education and outreach. Such a contract might differ initially with the Lillooet Regional Invasive Species Society as they are not as established as SSISC. For example, the initial agreement with LRISS may be more focused on inventory work and early education efforts.

**Table 1**

<b>FUNDING OPTIONS</b>	<b>Advantages</b>	<b>Disadvantages</b>
<b>OPTION 1</b>  <b>Electoral Area Select Funds</b>  <b>(Status Quo)</b>	<ul style="list-style-type: none"> <li>• Status quo</li> <li>• Annual request to Electoral Area Directors based on project and organization needs</li> </ul>	<ul style="list-style-type: none"> <li>• No guarantee of receiving funding (in full or in part)</li> <li>• No certainty or stability for long term funding, especially compared to other options</li> <li>• Results in uncertainty and instability in planning &amp; operations</li> <li>• Electoral Area Select Funds not really meant to be used for regular annual funding of organizations</li> <li>• Funding regarding invasive species utilizes a significant portion of each Electoral Area's available Select Funds</li> </ul>
<b>OPTION 2</b>  <b>General Government Funds</b>	<ul style="list-style-type: none"> <li>• Funding drawn from larger region wide pool</li> <li>• Funding can be assigned to each organization in a contract without potential electoral area limitations, e.g. larger base to draw from</li> <li>• Once assigned, higher degree of certainty and stability of funding than Electoral Area Select Funds</li> <li>• This is essentially the same as</li> </ul>	<ul style="list-style-type: none"> <li>• Funding drawn from this pool includes member municipality contributions</li> <li>• Some member municipalities have their own invasive species services such as District of Squamish and Resort Municipality of Whistler, and may be concerned about double funding</li> <li>• Funding is not sourced from a</li> </ul>

FUNDING OPTIONS	Advantages	Disadvantages
<b>OPTION 2, cont.</b>	Option 3, except that a separate service area would not be established	specific invasive species service <ul style="list-style-type: none"> <li>• Lesser degree of certainty and stability of funding than dedicated service area</li> </ul>
<b>OPTION 3</b>  <b>Local Government Service – One SLRD service area (including member municipalities)</b>	<ul style="list-style-type: none"> <li>• Optical – invasive species are a regional (transboundary) issue that is being dealt with by a regional approach including member municipalities</li> <li>• Lower administrative costs in dealing with one service area vs. four or more separate ones (i.e. via the member municipalities own service)</li> <li>• Funding drawn from a region wide (including member municipalities) pool</li> <li>• Flexibility in assigning money from region wide pool to each society based on needs rather than potential electoral area limitations, e.g. larger base to draw from</li> <li>• Flexibility in determining how money is requisitioned – parcel tax, assessment values, user fees (e.g. from private land owners)</li> <li>• Funding allocations for contracts can be determined collaboratively between the SLRD and the societies</li> </ul>	<ul style="list-style-type: none"> <li>• Funding drawn from this pool includes member municipality contributions; some member municipalities have their own invasive species services such as District of Squamish and Resort Municipality of Whistler, and may be concerned about double funding</li> <li>• May be more difficult to allocate funding to specific projects as more entities involved</li> </ul>
<b>OPTION 4</b>  <b>Local Government Service – One SLRD service area (including just electoral areas)</b>	<ul style="list-style-type: none"> <li>• Optical – invasive species are a regional (transboundary) issue that is being dealt with by a regional approach</li> <li>• Lower administrative costs in dealing with one service area vs. four separate ones</li> <li>• Funding drawn from a region wide (not including member municipalities) pool</li> <li>• Flexibility in assigning money from region wide pool to each society based on needs rather than potential electoral area limitations, e.g. larger base to draw from</li> </ul>	<ul style="list-style-type: none"> <li>• Potentially disconnects electoral area funding to specific area organization as it is one larger more regional pool</li> <li>• Money raised in one or two electoral areas may end up supporting work in other electoral areas –this may be perceived as a disadvantage</li> </ul>

<b>FUNDING OPTIONS</b>	<b>Advantages</b>	<b>Disadvantages</b>
<b>OPTION 4, cont.</b>	<ul style="list-style-type: none"> <li>• Flexibility in determining how money is requisitioned – parcel tax, assessment values, user fees (e.g. from private land owners)</li> <li>• Funding allocations for contracts can be determined collaboratively between the SLRD and the societies</li> </ul>	
<b>OPTION 5</b>  <b>Local Government Service – two service areas (electoral areas A &amp; B and electoral areas C &amp; D)</b>	<ul style="list-style-type: none"> <li>• Lower administrative costs in dealing with two service area vs. four separate ones</li> <li>• Funding drawn from a north-south separation that matches the SSISC &amp; LRISS territories (Areas A &amp; B are included in LRISS territory; Areas C &amp; D are included in SSISC territory)</li> <li>• Some flexibility in determining how money is requisitioned – parcel tax, assessment values, user fees (e.g. from private land owners)</li> </ul>	<ul style="list-style-type: none"> <li>• Results in north-south divide for funding with no ability to share between organizations based on need</li> <li>• Limited to geography of funding source instead of adapting to changing priorities over time</li> </ul>
<b>OPTION 6</b>  <b>Local Government Service – Four separate electoral area services</b>	<ul style="list-style-type: none"> <li>• Could use existing service areas (Area D nuisance and Area C nuisance)</li> <li>• Flexibility in determining how money is requisitioned – parcel tax, assessment values, user fees (e.g. from private land owners)</li> <li>• Areas A &amp; B are included in LRISS territory</li> <li>• Areas C &amp; D are included in SSISC territory</li> </ul>	<ul style="list-style-type: none"> <li>• Use of existing service areas is limited to how they are set up – i.e. requisition type and amount</li> <li>• May need to amend existing service areas to address change in requisition requirements</li> <li>• Higher administrative costs in dealing with four separate service areas</li> <li>• More staff time needed to create additional two service areas and potentially amend two existing service areas</li> <li>• May create/exacerbate regional funding divide based on north-south division even though it is aligned with organizational separation</li> <li>• Funding for each organization limited to two electoral areas</li> <li>• No flexibility in reassigning funding from north-south or vice versa in cases of changing needs and priorities</li> </ul>

### **Discussion of the Table One Options:**

As presented in Table 1, the six options considered for an invasive species service in the SLRD are:

1. Electoral Area Select Funds (Status Quo)
2. General Government Funds
3. New Local Government Service – One SLRD service area (including member municipalities)
4. New Local Government Service – One SLRD service area (including just the electoral areas)
5. New Local Government Service – Two SLRD service areas (Areas A & B and Areas C & D)
6. New Local Government Service – Four separate electoral area services

It should be noted that one or more member municipalities may wish to become a part of any of options 4 through 6. There are various permutations of this – a discussion of the six options above should capture the discussion as to these permutations as well.

One SLRD service establishment bylaw and attendant service area would be less time consuming to administer than four separate service areas. The creation of a service area would allow the requisition of funds that could be dispersed to the two organizations that are best placed to address education, outreach, and on the ground detection, treatment, and monitoring work. It also provides a consistent stable funding source for organizations that typically rely on a number of grants and other ebbing and flowing funding sources. This is a much more effective and efficient approach than considering hiring additional SLRD staff to address invasive species issues.

It is also more effective than continuing to use Electoral Area Select Funds on an annual grant application basis as it provides a high level of uncertainty about funding from year to year. The use of Electoral Area Select Funds, while helpful in the past, is not seen as a suitable long term or consistent mechanism for funding either for the SLRD or for each invasive species organization. Electoral Area Select Funds are dispersed through grant requests submitted each year and there is no guarantee of funding either in whole or in part; also, funding regarding invasive species utilizes a significant portion of each Electoral Area's available Select Funds.

Using budget from General Government Funds could provide a stable source of money from year to year that could be used for contracted services. However, that would be using money contributed by member municipalities, which may have their own invasive species services. This is seen as a better option than the status quo, but not as cost effective, efficient, and secure as establishing some kind of SLRD service area(s).

Therefore, a regional service based on the areas any of the above options would provide a better platform for stable consistent funding without drawing on municipal contributions unless a member municipality, such as the Village of Pemberton or the District of Lillooet, decided to join the SLRD's regional service and contribute money as part of acquiring contracted services from SSISC or LRISS. Establishing a contract with each organization ensures a clear and detailed outline of the work to be done for the budget provided. Coupled with annual reports from each organization the SLRD would be able to understand from year to year what activities have occurred, where invasive species are located, and/or moving, and how effective treatment is in addressing existing infestations. This would allow the SLRD to work with both organizations to



determine potential needs over several years and share resources. Using the strategic planning from each organization and collaborating on priority species, and what activities are needed where, a single SLRD service area would have the agility to tailor the funding for each organization more effectively.

As stated throughout this report, there are a variety of services that each invasive species organization can offer the SLRD in addition to inventory, treatment, monitoring, and education. SSISC and LRISS would be able to provide training for local government staff to recognize, detect, and report invasive species when in the field, as well as handling and disposal of invasive species at landfills and transfer stations. Where transfer stations or landfills accept yard waste there is an opportunity to address potential transfer of invasives through training, and establishment of protocols and procedures. This is an opportunity for both member municipalities and regional district staff. In the future, joint operations between SSISC & LRISS could be investigated, as well as the opportunities to share resources for terrestrial and aquatic work along with public outreach and education across the entire SLRD.

In addition to the service area, in the future the SLRD may consider creating a regulatory bylaw to address invasive species. Note that this is not necessary at this time. This could be a worthwhile option to explore in the medium to long term after the creation of the service area given that there are instances of invasive species on private lands (in many cases undeveloped lands) where the invasive species are not being dealt with by the landowners. While the SLRD now has a soil deposit and removal bylaw in addition to development permit areas that deal with land clearing and vegetation addition/removal, there are no specific regulations regarding invasive species. It may be useful in the longer term to have such regulations that would allow enforcement action to occur against property owners who do not voluntarily remove or have the invasives removed. SSISC and LRISS would provide such services and advice to property owners about these issues.

It is recommended that the focus be on the service area funding piece in the short term, and consideration could be given in the future to establishing regulations for invasive species in the long term as necessary. This would allow staff time to be focused on the service area creation if this route is determined, and see how the soil deposit and removal bylaw and ticketing bylaw operate. In the future, such invasive species regulations would allow for bylaw enforcement action against properties that did not remove invasive species from their property, and/or brought invasive species to their property through contaminated fill.

#### **ATTACHMENTS:**

Appendix 1: SSISC Draft Regional Strategy 2015-2020

Appendix 2: LRISS 2013 Strategic Plan

Prepared by: I. Holl, Planner

Reviewed by: K. Needham, Director of Planning and Development

Approved by: L. Flynn, Chief Administrative Officer



*Sea to Sky Invasive Species Council*

***DRAFT***

***Regional Strategy***

***2015-2020***

## REGIONAL STRATEGY

### Mission Statement:

To minimize the threat of invasive species that impact on the environment, the economy and human health in the Sea to Sky corridor

### Goals:

1. RAISE AWARENESS (FOCUSSED ON BEHAVIOUR CHANGE) ABOUT INVASIVE SPECIES, THEIR IMPACTS, AND MANAGEMENT STRATEGIES.
2. FACILITATE THE FLOW OF EXTERNAL INFORMATION AND A PROVIDE A SOURCE OF EXPERTISE ON INVASIVE SPECIES
3. IMPROVE STAKEHOLDER COMMUNICATION, COLLABORATION, COORDINATION, AND INFORMATION SHARING
4. PREVENT NEW INVASIVE SPECIES FROM ARRIVING AND FOLLOW INTEGRATED MANAGEMENT FOR EARLY DETECTION AND RAPID RESPONSE (EDRR) PROTOCOL TO PREVENT THEIR ESTABLISHMENT IF AND WHEN THEY DO ARRIVE.
5. MINIMIZE THE SPREAD OF EXISTING INVASIVE SPECIES THROUGH COORDINATED, INTEGRATED INVASIVE SPECIES MANAGEMENT EFFORTS.

## Goals and Strategies

### **GOAL 1: RAISE AWARENESS (FOCUSED ON BEHAVIOUR CHANGE) ABOUT INVASIVE SPECIES, THEIR IMPACTS, AND MANAGEMENT STRATEGIES.**

- 1) Utilize social media and mass media to expand the audience for awareness based messaging (facebook, club websites (biking, hiking, trails, etc.), quick reference apps, letter to editor, column)
- 2) Create an Outreach Coordinator position for SSISC.
- 3) Streamline messaging by identifying target audience and desired outcome.
- 4) Monitor effectiveness of actions and messaging to improve upon future efforts.
- 5) Identify and partner with other existing organizations to pool resources and efforts, integrating Invasive Species messaging into other interpretive efforts (e.g. Pemberton Nature centre, Lost Lake, Whistler Museum, Ecotourism providers).
- 6) Identify key locations throughout the region where changes in behaviour will have the greatest effect on invasive species management, and provide informational material at these locations (interpretive signage at transfer stations etc.)
- 7) Develop and implement educational resources for school programs
- 8) Host and participate in community events which raise awareness and/or promote management of invasive species (e.g. Weed pulls).
- 9) Promote dissemination of knowledge through engaging with a wide variety of stakeholders (merchants, landscape companies, developers, contractors, excavators, landowners, local and regional groups)
- 10) Develop strategies for public recognition of Best Management Practices in Industry.
- 11) Develop and distribute “toolkits” containing information packages on management strategies.
- 12) Stay current on best practices and science, and incorporate current knowledge into education and outreach.
- 13) Continue to work with ISCBC to promote and circulate “Grow Me Instead” resources
- 14) Educate the public regarding Bylaws, management options, and alternatives. (e.g. Create interpretive info sheets which landscapers can give their clients, include QR code on “Do Not Mow” signs)

### **GOAL 2: PROVIDE A SOURCE OF EXPERTISE AND A CONDUIT OF INFORMATION ON INVASIVE SPECIES**

- 1) Maintain and contribute to knowledge base of most recent and best available science and practices by participating in workshops, conferences, and other discussions.
- 2) Actively propagate current information via updates to website and social media
- 3) Support, contribute to, and communicate with current research efforts which aim to expand our knowledge surrounding invasive species management practices.
- 4) Encourage and assist with the development of standardized ‘brandable’ materials and resources by ISCBC which can be distributed and used across all regions.

- 5) Continue collaboration with other regional Invasive Species Councils
- 6) Maintain communication with the BC Inter-Ministry Invasive Species Working Group
- 7) Offer input and advice regarding the creation of legislation addressing invasive species
- 8) Provide an accessible database and call-in line which includes the options to report invasive species and inquire regarding response protocol.
- 9) Provide a link between experts and those seeking expert species identification
- 10) Perform service consulting for a fee
- 11) Analyze and communicate program results and efficacy

**GOAL 3: IMPROVE STAKEHOLDER COMMUNICATION, COLLABORATION, COORDINATION, AND INFORMATION SHARING**

- 1) Foster action oriented information sharing by setting specific and realistic goals for all stakeholders (e.g. Bylaws in all municipalities by 2017)
- 2) Actively target and invite a broad range of stakeholders to collaborate on common goals
- 3) Develop and offer workshops for specific topics and audiences (e.g. Local government workshop on bylaws)
- 4) Attend stakeholder hosted meetings
- 5) Maintain communication and feedback from external partners/trained persons back to the council
- 6) Promote information transfer between organizational partners through the use of the website, newsletter, workshops, and forums, social media such as facebook, twitter, and Instagram.
- 7) Build new and existing partnerships
- 8) Establish a SSISC geodatabase and make available to stakeholders
- 9) Ensure that decision makers are aware of policies in other jurisdictions
- 10) Establish an annual event to bring stakeholders together and showcase successes and challenges (e.g. forum or annual invasive species tour)

**GOAL 4: TO PREVENT THE INTRODUCTION OF NEW INVASIVE SPECIES AND FOLLOW INTEGRATED MANAGEMENT FOR EARLY DETECTION AND RAPID RESPONSE (EDRR) PROTOCOL TO PREVENT THEIR ESTABLISHMENT ONCE ARRIVED.**

- 1) Apply Early Detection and Rapid Response protocols to protect priority areas (e.g. ESA, Park)
- 2) Formulate a coordinated region wide communication plan for when EDRR species are detected
- 3) Attend provincial EDRR training and propagate knowledge throughout region using a proactive approach for communication and education (e.g. Signage, brochures, hands-on ID courses for new species)
- 4) Actively encourage nurseries not to stock potential invasives, utilizing “Grow Me Instead” material.
- 5) Identify and address current and potential vectors of spread between adjoining regions
- 6) Establish boat launch protocols and implement inspections and/or surveys for Aquatic invasives
- 7) Link with other existing programs and organizations (ISCBC etc.) and use coordinated and standardized approach to share material and ideas in order to reduce duplication of efforts and maximize effectiveness of efforts (marketing, branding, creation of QR codes).
- 8) Provide invasive species detection and control services for a fee

- 9) Maintain dialogue and keep current on provincial legislative updates
- 10) Actively seek funding for the above efforts

**GOAL 5: TO MINIMIZE OR REVERSE THE SPREAD OF EXISTING INVASIVE SPECIES THROUGH COORDINATED AND INTEGRATED INVASIVE SPECIES MANAGEMENT EFFORTS**

- 1) Update and prioritize invasive species lists
- 2) Update and maintain inventory of invasive species through monitoring and mapping of priority species (as identified in the Operational Plan)
- 3) Carry out on-ground invasive species management (inventory, control & monitoring)
- 4) Utilize mapping to delineate containment lines for species that can be limited to certain portions of the region
- 5) Establish Best Management Practices (BMP's), implement and share with stakeholders
- 6) Support and participate in the development of regionally consistent bylaws regarding invasive species
- 7) Establish monitoring guidelines, particularly for ongoing monitoring once a site has shown no regrowth;
- 8) Assess treatment successes and failures, and utilize adaptive management strategies to improve effectiveness of invasive species control.
- 9) Establish guidelines for moving soil contaminated with invasive species, and disposal options.
- 10) Engage the public in detection of invasive species through promoting the use of the "Report a Weed" App
- 11) Provide training related to invasive species management, including Invasive-Free Certification Program and Herbicide Workshops.
- 12) Promote "Invasive Free" certification program and work with local governments to make it a requirement for contractors.

**GOAL 6: ENSURE PROGRAM SUSTAINABILITY**

- 1) Establish a fundraising strategy and seek funding from a variety of sources.
- 2) Encourage local and regional governments to support our mandate, and provide funding for our programs
- 3) Seek and accept donations
- 4) Develop products and services to provide ongoing revenue
- 5) Maintain connections and collaboration with other stewardship groups
- 6) Continue to foster communication between stakeholders
- 7) Self-assess and monitor program effectiveness

## Stakeholders

- **First Nations**
  - Squamish
  - Lil'wat
  - N'Quatqua
- **Local & Regional Governments**
  - Resort Municipality of Whistler
  - District of Squamish
  - Squamish-Lillooet Regional District
  - Lions Bay
  - Village of Pemberton
- **Provincial Government**
  - Ministry of Forests, Lands, and Natural Resource Operations
  - Ministry Of Transport and Infrastructure
  - Ministry of Environment
  - Inter-Ministry Invasive Species Working Group
  - BC Parks
- **Federal Government**
  - Department of Fisheries and Oceans
  - Environment Canada
- **Stewardship & Community Groups**
  - Whistler Naturalists
  - Squamish River Watershed Society
  - Stewardship Pemberton Society
  - South Coast Conservation Program
  - Squamish Environment Society
  - AWARE
  - Bear Aware
  - WildSafeBC
  - Squamish Trails Society
  - Squamish Gardeners
  - SORCA
- **Industry & Business**
  - WORCA
  - FortisBC
  - BC Hydro
  - Innergex
  - CN Rail
  - Miller Capilano Maintenance Corporation
  - MainRoad
  - Cascade Environmental Resource Group
  - Golder
  - Ecosign Planners
  - Pemberton Farmers Institute
  - Local Landscaping, Horticulture & Earthmoving Companies
  - BC Landscape and Nursery Association
  - Whistler Blackcomb
  - NR Forestry
- **Other Invasive Species Organisations**
  - Invasive Species Council of BC
  - Neighbouring Invasive Species Councils (LRISS, ISCMV, Coastal ISC, FVIPC etc.)
- **Miscellaneous**
  - Carney's Waste
  - Sea to Sky Soils
  - Tourism Squamish
  - Tourism Whistler
  - Whistler Chamber
  - School District 48
  - Quest U
  - Squamish Scouts
  - Community Foundation of Whistler
  - Local News Media



## 2013 STRATEGIC PLAN



June 2013  
Prepared by Odin Scholz, Dr. Sue Senger, &  
Jacquie Rasmussen, P.Ag



## Acknowledgements

This inaugural strategy was prepared with the support and input of the Lillooet Regional Invasive Species Society (LRISS) board of directors. We would like to acknowledge their support and dedication to create this society and this document that will serve to guide the board and the coordinators in the management of invasive species.

LRISS would also like to thank all of the input from the stakeholders and agencies that have participated in our strategic planning workshop and our meetings.

The following government ministries and agencies have funded LRISS. We are very grateful for their support.

- BC Ministry of Forests, Lands and Natural Resource Operations
- BC Ministry of Transportation and Infrastructure
- BC Hydro
- Invasive Species Council
- Squamish Lillooet Regional District Area's A & B
- St'át'imc Government Services
- BC Gaming

Table of Contents	
Acknowledgements .....	2
Introduction.....	4
Figure 1: Map showing the operational area of interest for the Lillooet Regional Invasive Species Society. ..	5
Goals of the Invasive Strategic Plan .....	5
Management Area .....	6
Figure 2: Map showing Invasive Management Areas.....	7
Table 1: Biogeoclimatic zones/subzones found within LRISS operational boundaries and their susceptibility to invasion by noxious weeds.....	8
Inventory .....	8
Priorities .....	9
Table 2: Invasive Species (other than plants). .....	9
Invasive Plant Management .....	9
Management Methods.....	9
Prevention .....	9
Mechanical Control .....	10
Manual Control .....	10
Cultural / Competitive Control .....	10
Biological Control .....	10
Chemical Control .....	10
Cooperation and Coordination .....	11
Annual Reporting .....	11
Literature Cited.....	12
Appendices.....	13
Appendix 1: Regional Red and Blue Listed Species List. ....	13
Appendix 2: Stakeholder groups to target in the LRISS area.....	15
Appendix 3: LRISS Species Invasiveness Categories .....	16
Appendix 4: Criteria for prioritization and management of invasive species. ....	20
Appendix 5: List of invasive plant species vectors and methods of introduction. ....	21
Appendix 6: Plant Profiles .....	22
Appendix 7: Key information to be tracked for reporting.....	32

## Introduction

The native flora and fauna of a region can be thought of as a dynamic web or network of co-dependent relationships. These species have evolved and adapted together, and create the living component of the environment in a region. Sometimes species not native to an area get introduced, purposefully or accidentally. While some of these introductions are benign, others are not. Invasive species are ones which rapidly take over resources and space from native species and in the process can dramatically change the local ecology, economy and cultural resources. Most often, these changes are detrimental to biodiversity and reduce the overall capability of the environment to support native species over the long term. This is especially pertinent for the Red and Blue listed species that are either endangered, threatened or of special concern in British Columbia (BC, please refer to Appendix 1 for the Red and Blue listed species in this region). Rapid, effective management to remove invasive species once detected can protect the native ecosystem from degradation.

Climate change adds significant challenges to the management of invasive species. The recent mountain pine beetle infestation, large wildfires and extended periods of drought are all examples of climate-related disturbances that create opportunities for aggressive and colonizing invasive species. These large scale disturbances, and the potential shift in ecosystem ranges for native species responding to climate change, should both be considered during the planning and implementation of invasive species management in the Lillooet region.

Integrated invasive species management planning (IISMP) is an approach to identifying, managing, and monitoring invasive species to facilitate regional biodiversity conservation in the short and long term. This document will provide a framework for invasive species management by:

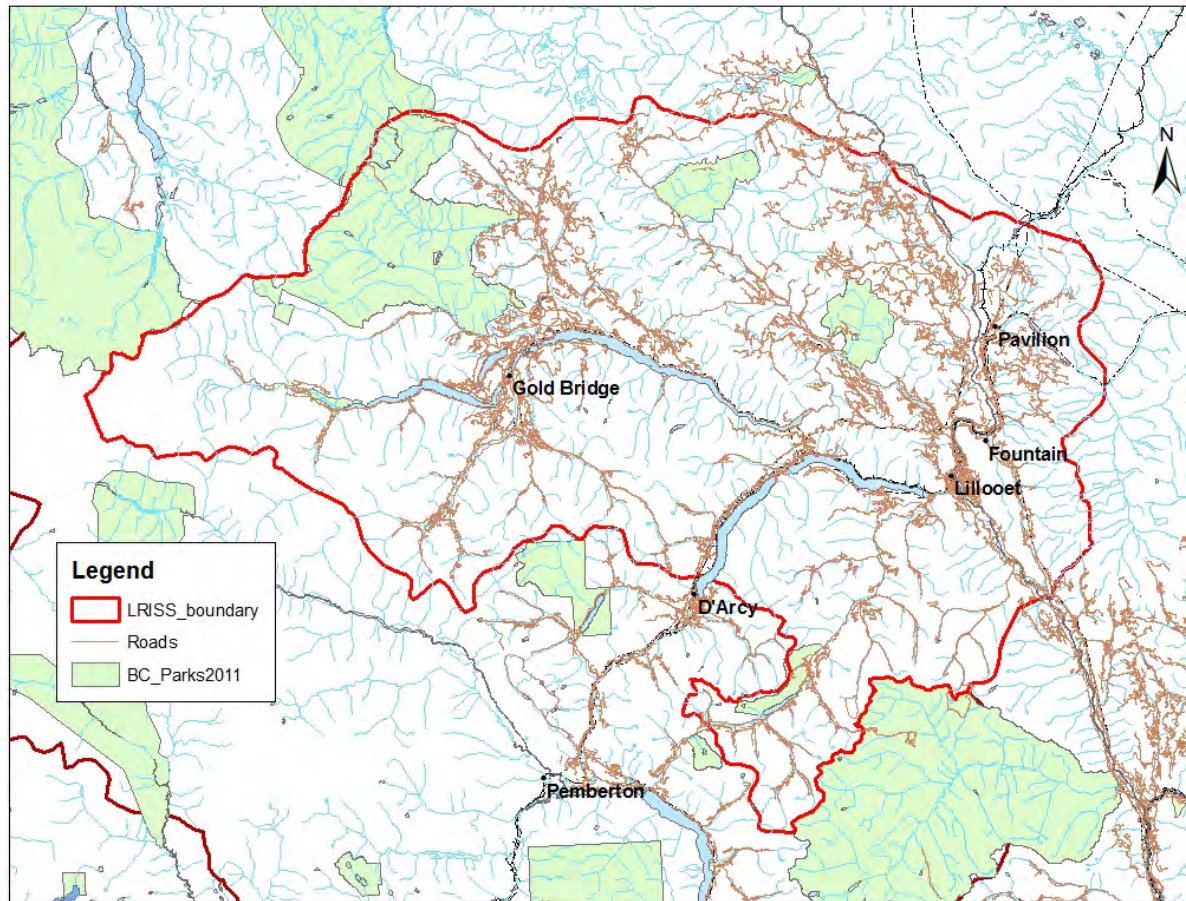
- Providing the context in which decisions for integrated management (including cultural, mechanical, biological and chemical techniques) will be considered and applied

Ensuring that management techniques will be carried out in a considerate, balanced, effective, and appropriate manner throughout the region

*The intent of LRISS is to reduce and minimize the negative environmental, social, and economic impacts caused by the introduction, establishment, and spread of invasive species in the Lillooet region.*

Figure 1 shows the operational area for the Lillooet Regional Invasive Species Society.

**Figure 1: Map showing the operational area of interest for the Lillooet Regional Invasive Species Society.** The boundary includes SLRD Areas A and B, the District of Lillooet and the northern half of the St'át'imc Territory.



## Goals of the Invasive Strategic Plan

The goals of the strategic plan are the same as the purposes of the Society. The strategic plan will be reviewed on an annual basis to ensure that the long-term vision is congruent with the purposes that were established by the Board of Directors.

The purposes of the Society, within the areas of the Northern Squamish Lillooet Regional District (Electoral Areas A and B, & the District of Lillooet), as well as the northern part of the St'át'imc Territory and the northern part of the Cascades Timber Supply Area, are:

- a) To educate the general public, private landowners, public land managers and First Nations regarding invasive species and their impacts (Please refer to Appendix 2: Stakeholder groups to target in the LRISS area);

- b) To minimize the further introduction and spread of invasive species in the areas of concern by promoting and assisting in efforts of: education and awareness, early detection, and coordinated integrated invasive species management and control;
- c) To promote a coordinated and collaborative approach to the management of invasive species on public, private and First Nations lands within the LRISS operating area and neighbouring jurisdictions;
- d) To provide a conduit for information and a source of expertise on invasive species;
- e) To compile and maintain a comprehensive inventory of invasive species within the areas of concern; and,
- f) To obtain the services of and direct a coordinator to fulfill the purposes of the Society, as funding permits.

## Management Area

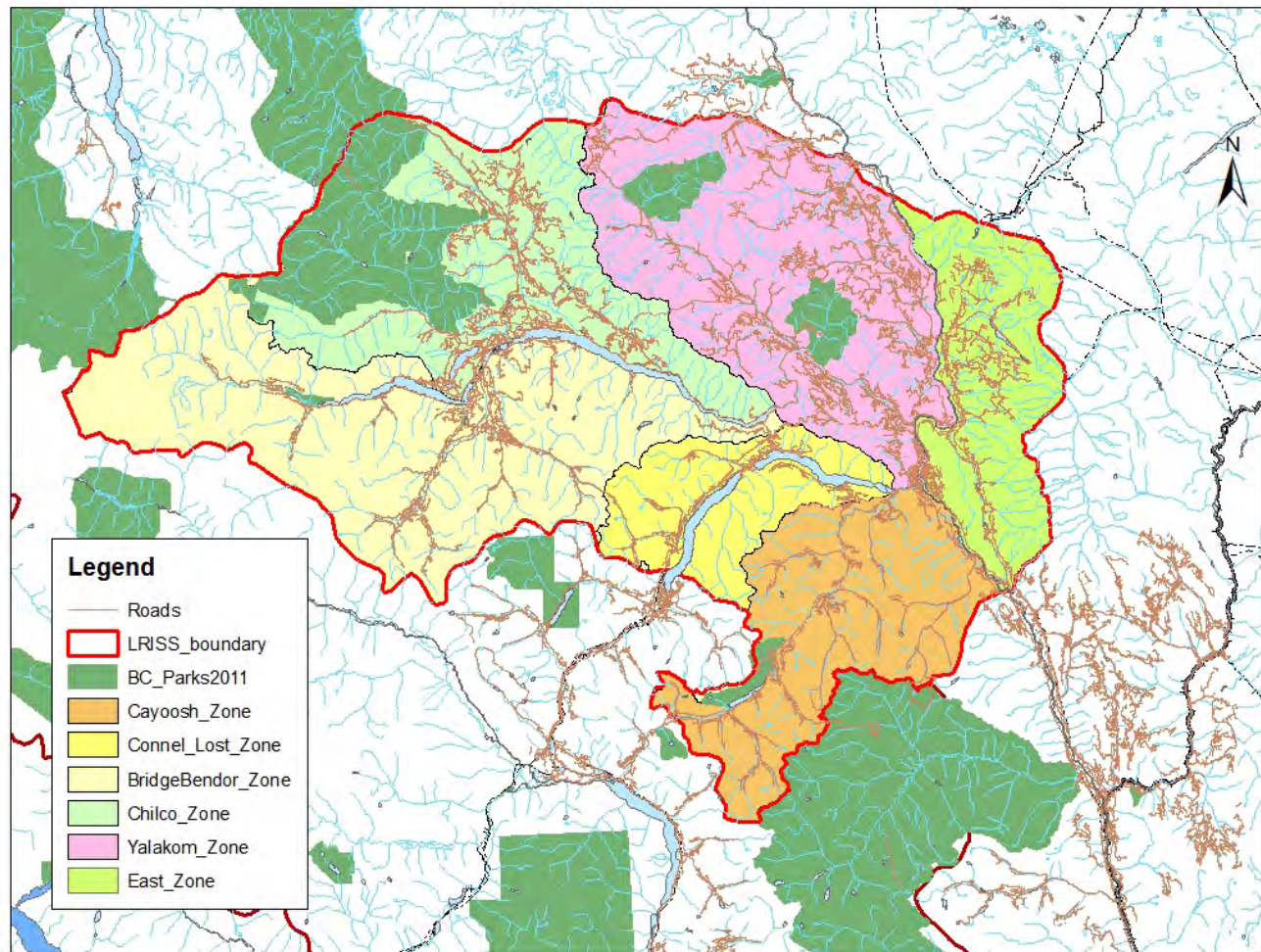
The operational area of this strategic plan is shown in Figure 1. Many different jurisdictions overlap with this area boundary including the St'át'imc Territory, the Squamish Lillooet Regional District Areas A and B, the District of Lillooet and the Cascades Forest District.

The ecological range in the area varies from the dry Fraser River benchlands (Ponderosa Pine, very hot, dry) through mid-elevation forests (Interior Douglas Fir and Montane Spruce zones), to high elevation forests (Englemann Spruce Subalpine Fir) and alpine tundra. The extensive elevation and ecological range in the area supports high levels of biodiversity and includes many species at risk and species of special concern (refer to Appendix 1: Regional red and blue listed species). Each of the biogeoclimatic zones and subzones within the LRISS area differ when it comes to susceptibility to invasion by weed species. Table 1 shows the zones that are present within our operating area and the potential for spread by invasive plant species. This information is important for planning and prioritizing infestation sites for treatment.

The operational area has been divided up into 6 management units as can be seen in Figure 2 below. It was essential to divide the large operational area into these smaller areas so that planning and operations could be coordinated on a more manageable scale. Each unit will have its own goals and objectives and management strategies based on its unique characteristics and invasive species.



**Figure 2: Map showing Invasive Management Areas.**



**Table 1: Biogeoclimatic zones/subzones found within LRISS operational boundaries and their susceptibility to invasion by noxious weeds.**

Table 1 Weed Species	Subzone													CWH	BAFA	IMA
	BG xh	BG xw	PP xh	IDF xh	IDF dk	IDF dm	IDF mw	MS xk	MS dm	MS dc	ESSF xc	ESSF dc	ESSF wc			
Spotted Knapweed																
Diffuse Knapweed																
Dalmatian Toadflax																
Leafy Spurge																
Sulphur Cinquefoil																
Rush Skeletonweed																
Hound's-tongue																
Blueweed																
Russian Knapweed																
Common Tansy																
Common Burdock																
Yellow Toadflax																
Plumeless Thistle																
Tansy Ragwort																
Canada Thistle																
Bull Thistle																
Scentless Chamomile																
St. Johns Wort																
Nodding Thistle																

## Inventory

The main focus for the next 2 to 3 years will be inventory and monitoring. In order to gain a better understanding of species and site prioritization in the Lillooet region, inventory is a necessary process. Once we know what species we have and where they are, we can then move to methods of treatment. The LRISS inventories and monitoring will build on and contribute to the existing database held within the Provincial Government's Invasive Alien Plant Program. Inventories will focus on transportation corridors that are known vectors for invasive species establishment, introduction and dispersal.

## Priorities

Our current priority is invasive plants. This is because we currently have the most information on plants from previous inventory and treatment data. There are many other invasive species, other than plants, that are found in British Columbia. LRISS, however, is fortunate because we only have one of these pests, to our knowledge, Didymo or “rock snot”. In the table below, we have identified invasive species that we will continue to monitor. The Board of Directors may direct outreach resources in order to hopefully prevent the establishment of infestations. We will rely on resources and experts in their field to direct us on our risk to infestation, prevention and management of these species.

**Table 2: Invasive Species (other than plants).**

American Bullfrog	Common Carp	Didymo or “Rock Snot”
Eastern Grey Squirrel	European Cottontail Rabbit	Largemouth Bass
New Zealand Mudsail	Yellow Perch	Zebra & Quagga Mussels

There are many tools for ranking invasive plant species and sites and LRISS will need to adopt a tool that fits our local species and sites. Once we have more information from our inventory data, we will be seeking ranking tools for species and sites that will allow us to cross reference these priorities to identify the best treatment options (and timing). Refer to Appendix 3 that gives a current ranking for invasive plant species for our region with the knowledge that we have gathered to date. Appendix 4 lists criteria and ways to manage invasive plants that have been identified in a strategic planning session with multiple stakeholders in February of 2012. These values will form the basis for a site priority system and reporting in the future. Appendix 5 lists vectors and methods of introduction, also identified in the strategic session, and will assist in the formation of the priority lists as well. Appendix 6 contains the plant profiles pertinent to our area.

## Invasive Plant Management

The most effective means of preventing invasive species problems is early detection and rapid response to new infestations. A full inventory of the operational area is essential for this early detection. Education and awareness is also very important so that the general public can report new infestations. Once aware of a new species or site, there are 6 main management methods that can be considered for treatment. These management options overall follow the principles of Integrated Pest Management (IPM). IPM is based on the information of the life cycles of the invasive species, their natural predators and their interactions with the environment. . IPM takes advantage of all appropriate pest management options including, the judicious use of pesticides when no other viable alternative for control exists. The following sections describe the management methods that could be used for an infestation.

## Management Methods

### Prevention

There are a number of prevention methods and although it is the preferred method of control, it is often the most onerous to carry out. Awareness and education by means of outreach is the primary means of prevention.



Teaching specific stakeholder groups and the general public about invasive species can help with reporting new infestations and new species in addition to reduction of spread in our operating area. It is however, a large task to get the information to the public in such a large geographic region. Prevention, however, will continue to be an ongoing method supported by LRISS. We would like to educate and network with as many people and agencies as possible to raise the level of awareness of invasive species in the Lillooet region.

### **Mechanical Control**

Mechanical control methods are by way of machine and the goal is to cut down a plant prior to seed production. Roadside mowing or weed whacking are the most common means of mechanical control. It is essential that the timing of these activities is planned correctly with the biology of the target invasive plants. If mechanical control takes place after seed is produced, it is essentially an effective means of weed spread rather than control. Mechanical control methods may not be appropriate for all plants and sometimes repeated treatment can be necessary. Invasive species biology knowledge and outreach play a crucial role when considering this method.

### **Manual Control**

Manual control can be a very effective method especially with repeated treatment and when dealing with small and isolated infestations. It involves hand-pulling or digging with shovels to remove the entire plant and root system. In the LRISS region, manual control has been used extensively to control and in some cases, remove infestation sites altogether. This method, next to prevention, is the most time-consuming and labour intensive. Proper disposal of invasive plant material when using this method is essential.

### **Cultural / Competitive Control**

This method takes commitment from the managers and owners of the land-base. Maintaining healthy plant communities can help to limit the spread of invasive plant species or inhibit the establishment of them altogether. When disturbance occurs, whether it is natural or human-induced, well-planned rehabilitation must establish a vegetation cover to prevent weed establishment and spread. LRISS seeks to network with all agencies that manage the land-base to ensure that best management practices are observed when carrying out activities that cause soil disturbance and a potential seed bed for invasives.

### **Biological Control**

In areas where infestations are very large and dense, biological agents are used to control invasive plant species. Biological agents are the natural predators of individual invasive plant species that have been rigorously tested and released to decrease the vigour or seed production of the plant. Biological control methods are used when the infestation site cannot easily be managed using the other methods. In order to release bio-agents, there must be a certain number of plants in order to support the agent population for it to have any impact on the infestation site. Biocontrol agents have been widely used in our area and will continue to be used. Releases, especially for knapweed species, have been made as far back as the early 1980's. Monitoring of these older sites will hopefully allow LRISS to understand the efficacy of the agents in our area.

### **Chemical Control**

The treatment of invasive plants using herbicides can be a very effective method of control. Chemical treatment has been used as a method of control in the Lillooet area in the past. There has been, however, a moratorium banning the use of chemicals in the area declared by the St'at'imc Chiefs Council. It is the intent of the Society

to consider all other means of control prior to considering the use of chemicals to treat invasives. It may, however, be necessary to present chemical options for some cases. The Society would like to keep this as an option that could be discussed depending on the invasive species biology, infestation location, risk to other values and type of chemical recommended for use.

## **Cooperation and Coordination**

The Lillooet Regional Invasive Species Society's mission is to address invasive species in the entire Lillooet Region which holds many different land jurisdictions. There is both public and private land that is managed by government and private industry. Public land management, including invasive plant species, is under the jurisdiction of the Ministry of Forests, Lands & Natural Resource Operations, Ministry of Transportation and Infrastructure and the Ministry of Environment. The Squamish Lillooet Regional District, BC Hydro and the Invasive Species Council of BC are also partnering with LRISS to manage invasive species. The Society has sought to bring representatives of all jurisdictions together to coordinate information and management tactics. The Society will continue to network and build relationships in order to coordinate invasive species management within the many jurisdictions in the Lillooet area.

LRISS has sought and will continue to build a solid relationship with the St'at'imc Nation and its individual communities and governments. It is LRISS's intent to involve the St'at'imc Nation in our decision making and management options. LRISS currently has a St'at'imc member on our Board of Directors and it will endeavour to recruit members for future elections. LRISS recognizes the unique knowledge and perspective that the St'at'imc hold and its important relevance to the management of invasive species.

Please refer to Appendix 2 which is an exhaustive list of stakeholders identified at the Strategic Planning Workshop held in February of 2012. This list will help guide the Society in their outreach efforts and relationship building.

## **Annual Reporting**

Every year there will be a report prepared by the coordinators of the work completed. Please refer to Appendix 7 that describes indicators that could be used for this reporting. This list was developed at the strategic planning session in February 2012 as well.

## Literature Cited

Southern Interior Weed Management Committee – 2012 Strategy

Southern Interior Weed Management Committee Plant Profiles

Plant photos and species information from:

[http://www.agf.gov.bc.ca/weedsbc/weed\\_desc](http://www.agf.gov.bc.ca/weedsbc/weed_desc)

<http://www.agf.gov.bc.ca/cropprot/weedguid/weedguid.htm>

<http://www.for.gov.bc.ca/hra/plants/index.htm>

Species at Risk for the Lillooet Area - St'at'imc - Lillooet Tribal Council Sara Study: Ken Wright

## Appendices

### Appendix 1: Regional Endangered Species List.

<u>Species</u>	<u>COSEWIC Status</u>	<u>IUCN Status</u>
<i>St'at'imc and Lillooet Tribal Council SARA study – Author Ken Wright</i>		
<b>Alkaline Wing-nerved Moss</b> ( <i>Pterygoneurum kozlovii</i> )	Threatened	<i>not available</i>
<b>American Badger</b> ( <i>Taxidea taxus jeffersonii</i> )	Endangered	Least Concern
<b>Barn Owl</b> ( <i>Tyto alba</i> )	Special Concern	Least Concern
<b>Burrowing Owl</b> ( <i>Athene cunicularia</i> )	Endangered	Least Concern
<b>Coho Salmon</b> ( <i>Oncorhynchus kisutch</i> )	Endangered	<i>not available</i>
<b>Columbian Carpet Moss</b> ( <i>Bryoerythrophyllum columbianum</i> )	Special Concern	<i>not available</i>
<b>Common Nighthawk</b> ( <i>Chordeiles minor</i> )	Threatened	Least Concern
<b>Dun Skipper</b> ( <i>Euphyes vestris</i> )	Threatened	<i>not available</i>
<b>Flammulated Owl</b> ( <i>Otus flammeolus</i> )	Special Concern	Least Concern
<b>Gopher Snake</b> ( <i>Pituophis catenifer</i> )	Threatened	Least Concern
<b>Great Basin Spadefoot</b> ( <i>Spea intermontana</i> )	Threatened	Least Concern
<b>Grizzly Bear</b> ( <i>Ursus arctos</i> )	Special Concern	Least Concern
<b>Lewis's Woodpecker</b> ( <i>Melanerpes lewis</i> )	Special Concern	Least Concern
<b>Long-billed Curlew</b> ( <i>Numenius americanus</i> )	Special Concern	Least Concern
<b>Monarch</b> ( <i>Danaus plexippus</i> )	Special Concern	<i>not available</i>
<b>Mountain Holly Fern</b> ( <i>Polystichum scopulinum</i> )	Threatened	<i>not available</i>
<b>Olive-sided Flycatcher</b> ( <i>Contopus cooperi</i> )	Threatened	Near Threatened
<b>Pallid Bat</b> ( <i>Antrozous pallidus</i> )	Threatened	Least Concern
<b>Peregrine Falcon</b> ( <i>Falco peregrinus anatum</i> )	Special Concern	Least Concern
<b>Rubber Boa</b> ( <i>Charina bottae</i> )	Special Concern	Least Concern
<b>Rusty Blackbird</b> ( <i>Euphagus carolinus</i> )	Special Concern	Vulnerable
<b>Rusty Cord-moss</b> ( <i>Entosthodon rubiginosus</i> )	Endangered	<i>not available</i>
<b>Short-eared Owl</b> ( <i>Asio flammeus</i> )	Special Concern	Least Concern
<b>Spotted Bat</b> ( <i>Euderma maculatum</i> )	Special Concern	Least Concern
<b>Spotted Owl</b> ( <i>Strix occidentalis</i> )	Endangered	Near Threatened
<b>Sockeye Salmon</b> ( <i>Oncorhynchus nerka</i> )	Endangered (1)	Least Concern
<b>Stoloniferous Pussytoes</b> ( <i>Antennaria flagellaris</i> )	Endangered	<i>not available</i>
<b>Tailed Frog</b> ( <i>Ascaphus truei</i> )	Special Concern	Least Concern
<b>Western Screech-Owl</b> ( <i>Megascops kennicottii macfarlanei</i> )	Endangered	Least Concern
<b>Western Yellow-bellied Racer</b> ( <i>Coluber constrictor mormon</i> )	Special Concern	Least Concern
<b>White Sturgeon</b> ( <i>Acipenser transmontanus</i> )	Endangered	Least Concern
<b>Wolverine</b> ( <i>Gulo gulo</i> )	Special Concern	Near Threatened
<b>Yellow-breasted Chat</b> ( <i>Icteria virens auricollis</i> )	Endangered	Least Concern
(1) The local spawners are not presently listed, but are experiencing significant decline		

List continued on next page.

Source: BC Conservation Data Center – Endangered Species

Common Name	Latin Name	Status
Fisher	<i>Martes pennanti</i>	Blue
Bighorn Sheep	<i>Ovis canadensis</i>	Blue
Great Basin Pocket Mouse	<i>Perognathus parvus</i>	Red
Western Toad	<i>Anaxyrus boreas</i>	Blue
Bull Trout	<i>Salvelinus confluentus</i>	Blue
Damoetus Checkerspot	<i>Chlosyne whitneyi</i>	Blue
Common Sooty Wing	<i>Pholisora catullus</i>	Blue
California Hairstreak	<i>Satyrium californica</i>	Blue
Slender Hawksbeard	<i>Crepis atribarba</i> ssp. <i>atribarba</i>	Red
Geyer's Onion	<i>Allium geyeri</i> var. <i>tenerum</i>	Blue
Tiny Suncrest	<i>Boechera paupercula</i>	Red
Curved-spiked Sedge	<i>Carex incurviformis</i> var. <i>incurviformis</i>	Blue
Nine-leaved Desert-parsley	<i>Lomatium triternatum</i> ssp. <i>platycarpum</i>	Red
Diverse-leaved Cinquefoil	<i>Potentilla diversifolia</i> var. <i>perdissecta</i>	Blue

## Appendix 2: Stakeholder groups to target in the LRISS area.

This list was created on February 12, 2012 at a LRISS workshop.

- iPhone and iPad apps
- Schools – teach younger students to spread awareness
- Travellers into an area (Weed stops)
- Workers – Forestry and others who work in the bush
- Boaters
- Recreation groups – ATVs, Motorcycles
- Horseman and backcountry recreation groups
- Alpine and Mountaineering groups/rock climbers
- Hunters
- Unity Riders
- District staff and the SLRD staff
- Ministry staff and Highways (check their parking lots!)
- Campsites and rec sites (Wanted dead or alive posters)
- Fire wardens and fire protection staff
- Forest licensees and Mining companies
- Ranchers – although many are already aware
- Highways
- Create a half or one-day workshop that can be used in schools
- Track patrol – railway speeders
- Fisheries
- Sport Fisherman
- Hunting guides/Guide outfitters



## REPORT | ADMINISTRATIVE REPORT TO COUNCIL

**PRESENTED:** May 9, 2017

**REPORT:** 17-049

**FROM:** Legislative Services

**FILE:** VAULT

**SUBJECT:** WHISTLER HOUSING AUTHORITY LTD. - 2017 ANNUAL FILING

### COMMENT/RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

**That** the recommendation of the Director of Corporate, Economic and Environmental Services be endorsed.

### RECOMMENDATION

**That** the Council of the Resort Municipality of Whistler in open meeting assembled, hereby resolve that the Municipality, as the sole shareholder of Whistler Housing Authority Ltd., pass the consent resolutions of the Whistler Housing Authority Ltd. shareholders, which is attached to Administrative Report to Council No.17-049 as Appendix "A", and that the Mayor and Municipal Clerk execute and deliver the attached resolutions on behalf of the Municipality.

### REFERENCES

Appendix A – 2017 Shareholder's Resolutions - Whistler Housing Authority Ltd.

Appendix B - Financial Statements - Whistler Housing Authority Ltd., ending December 31, 2016

Appendix C – 2017 Directors' Resolutions - Whistler Housing Authority Ltd.

### PURPOSE OF REPORT

The purpose of this report is to seek Council's approval for the Mayor & Corporate Officer to execute the annual Shareholder's Resolutions of Whistler Housing Authority Ltd. ("the Company").

### DISCUSSION

The filing of Annual Reports of the Whistler Housing Authority Ltd. with the Registrar of Companies for BC Registry Services is due annually.

The Shareholder's Resolutions for the 2017 Annual Report include:

1. The appointment of Directors, namely:

Jonathan Decaigny  
Brian Good  
Steve Anderson  
Michael Hutchison  
Jen Ford  
Jack Crompton  
Mike Furey



2. The appointment of an Auditor:

BDO Canada

3. Waive the holding of the 2017 Annual General Meeting:

The holding of the Annual General Meeting may be waived by a unanimous resolution of the shareholder of the Company. The Company's annual reference date that would have been deemed to be appropriate for the holding of the Annual General Meeting is December 7, 2017.

4. Financial Statements:

The 2016 Financial Statements of Whistler Housing Authority Ltd. are attached to this report for acceptance by Council.

## **OTHER POLICY CONSIDERATIONS**

Pursuant to Section 182 of the *Business Corporations Act*, the shareholder may consent to all the business required to be transacted at the Annual General Meeting of the Company.

## **BUDGET CONSIDERATIONS**

There will be minimal costs incurred for the filing of the documents with the Registrar of Companies. All costs associated with the filing of the documents will be accommodated within the existing Legislative Services budget.

## **SUMMARY**

The 2017 Annual Report of Whistler Housing Authority Ltd. must be filed with the Registrar of Companies. This report seeks Council's approval of the Shareholder's Resolutions of Whistler Housing Authority Ltd. as attached to this report.

Respectfully submitted,

Nikki Best  
LEGISLATIVE & PRIVACY COORDINATOR  
for  
Laurie-Anne Schimek  
MUNICIPAL CLERK  
for  
Ted Battiston  
DIRECTOR, CORPORATE, ECONOMIC & ENVIRONMENTAL SERVICES

Certificate of Incorporation  
No. BC0810519

**WHISTLER HOUSING AUTHORITY LTD.**  
(the "Company")

**SHAREHOLDER'S RESOLUTIONS**

**WHEREAS** the Resort Municipality of Whistler is the sole shareholder of Whistler Housing Authority Ltd. ("the Company");

**PURSUANT** to the Articles of the Company, the following resolutions are passed as resolutions of the sole shareholder of the Company, duly consented to in writing by all of the directors of the sole shareholder of the Company;

**That** Council waive the requirement of holding an Annual General Meeting of the shareholder of Whistler Housing Authority Ltd., deemed to be held on December 7, 2017;

**That** Council accept the attached Financial Statements of Whistler Housing Authority Ltd. for the year ending December 31, 2016;

**That** Council resolve that the following persons be and are hereby appointed directors of the Company, so that the Board of Directors is therefore composed of the following seven persons, to hold office until the next Annual General Meeting or until their successors are elected or appointed:

Jonathan Decaigny  
Brian Good  
John Grills  
Michael Hutchison  
Jen Ford  
Jack Crompton  
Mike Furey

**That** Council endorse the appointment of BDO Canada as auditor of Whistler Housing Authority Ltd. for the current fiscal year; and further,

**That** the Mayor and Municipal Clerk be authorized to sign the annual Shareholder's Resolutions as attached (in lieu of the 2017 Annual General Meeting) of Whistler Housing Authority Ltd.

Signed by the Mayor and Municipal Clerk of the Resort Municipality of Whistler  
on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Mayor, Nancy Wilhelm-Morden

\_\_\_\_\_  
Municipal Clerk, Laurie-Anne Schimek

**Whistler Housing Authority Ltd.**  
**Financial Statements**  
**For the year ended December 31, 2016**

**Whistler Housing Authority Ltd.**  
**Financial Statements**  
**For the year ended December 31, 2016**

**Contents**

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<b>Management's Responsibility for Financial Reporting</b>	<b>1</b>
<b>Independent Auditor's Report</b>	<b>2</b>
<b>Financial Statements</b>	
Statement of Financial Position	<b>3</b>
Statement of Operations	<b>4</b>
Statement of Changes in Net Debt	<b>5</b>
Statement of Cash Flows	<b>6</b>
Summary of Significant Accounting Policies	<b>7 - 8</b>
Notes to Financial Statements	<b>9 - 13</b>
Schedule of Office Expenses (Schedule 1)	<b>14</b>
Schedule of Tangible Capital Assets (Schedule 2)	<b>14</b>

## Management's Responsibility for Financial Reporting

The financial statements are the responsibility of the management of the Whistler Housing Authority. The financial statements have been prepared in accordance with Canadian public sector accounting standards.

The financial statements include, where appropriate, estimates based on the best judgment of management. The Whistler Housing Authority maintains systems of internal accounting and administrative controls of high quality, consistent with reasonable cost. Such systems are designed to provide reasonable assurance that the financial information is relevant, reliable and accurate, and that the Whistler Housing Authority's assets are appropriately accounted for and adequately safeguarded.

The Board of Directors of the Whistler Housing Authority reviews and approves the annual financial statements and other information contained in the annual report.

Signed by:

A handwritten signature in black ink, appearing to read "Mark F. [unclear]", followed by a period.

General Manager, Whistler Housing Authority Ltd.

March 14, 2017



Tel: 604 932 3799  
Fax: 604 932 3764  
www.bdo.ca

BDO Canada LLP  
202 - 1200 Alpha Lake Road  
Whistler BC V0N 1B1 Canada

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## Independent Auditor's Report

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### To the Board of Directors of Whistler Housing Authority Ltd.:

We have audited the accompanying financial statements of Whistler Housing Authority Ltd., which comprise the statement of financial position as at December 31, 2016 and the statements of operations, changes in net debt and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Whistler Housing Authority Ltd. as at December 31, 2016 and the results of its operations, changes in net debt, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

*BDO Canada LLP.*

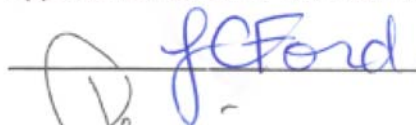

Chartered Professional Accountants  
Whistler, British Columbia  
March 14, 2017

# Whistler Housing Authority Ltd.

## Statement of Financial Position

December 31	2016	2015
<b>Financial Assets</b>		
Cash (Note 1)	\$ 1,047,184	\$ 846,699
Short term investments (Note 2)	1,039,511	984,320
Accounts receivable (Note 3)	113,251	45,942
	<u>2,199,946</u>	<u>1,876,961</u>
<b>Liabilities</b>		
Accounts payable and accrued liabilities	437,313	183,351
Construction holdbacks	86,463	-
Tenant deposits (Note 1)	135,509	144,587
Deferred government grants (Note 8)	421,936	-
Construction loans (Note 5)	110,000	17,320
Long term debt (Note 6)	9,112,547	9,909,860
	<u>10,303,768</u>	<u>10,255,118</u>
<b>Net debt</b>	<u>(8,103,822)</u>	<u>(8,378,157)</u>
<b>Non-financial assets</b>		
Tangible capital assets (Note 4, Schedule 2)	21,964,396	19,448,287
Prepaid expenses	221,323	218,669
	<u>22,185,719</u>	<u>19,666,956</u>
<b>Accumulated surplus (Note 7)</b>	<u>\$ 14,081,897</u>	<u>\$ 11,288,799</u>

Approved on behalf of the Board of Directors:

 Director  
 Director

## Whistler Housing Authority Ltd. Statement of Operations

For the year ended December 31	Budget 2016	2016	2015
<b>Revenue</b>			
Rental revenue	\$ 2,873,896	\$ 2,924,495	\$ 2,873,476
Government grants (Note 8)	-	2,458,712	10,000
Waitlist fee revenue	35,000	49,498	37,165
Interest revenue	20,000	5,574	17,795
Other income	-	20,938	2,502
	<u>2,928,896</u>	<u>5,459,217</u>	<u>2,940,938</u>
<b>Rental Expenses</b>			
Bank charges and interest	2,688	2,635	2,835
Insurance	116,796	122,629	116,214
Interest on long term debt	460,958	458,382	498,090
Management fees	146,508	151,454	147,733
Professional fees	24,660	33,174	21,849
Property taxes and fees (Note 8)	312,252	308,237	312,420
Recycling and garbage removal	52,332	49,457	47,327
Repairs and maintenance	295,907	302,482	302,139
Snow removal	42,950	25,745	30,314
Utilities	137,965	133,716	124,679
	<u>1,593,016</u>	<u>1,587,911</u>	<u>1,603,600</u>
<b>Capital Expenses</b>			
Amortization	660,080	658,047	685,405
Capital reserve expenses	251,219	141,188	196,913
	<u>911,299</u>	<u>799,235</u>	<u>882,318</u>
<b>Administrative Expenses</b>			
Office expenses (Schedule 1)	295,950	278,973	266,427
	<u>2,800,265</u>	<u>2,666,119</u>	<u>2,752,345</u>
<b>Total Expenses</b>			
	<u>128,631</u>	<u>2,793,098</u>	<u>188,593</u>
<b>Annual Surplus</b>			
	<u>11,288,799</u>	<u>11,288,799</u>	<u>11,100,206</u>
<b>Accumulated surplus, beginning of year</b>			
	<u>\$ 11,417,430</u>	<u>\$ 14,081,897</u>	<u>\$ 11,288,799</u>
<b>Accumulated surplus, end of year</b>			



**Whistler Housing Authority Ltd.**  
**Statement of Changes in Net Debt**

<b>For the year ended December 31</b>	<b>Budget 2016</b>	<b>2016</b>	<b>2015</b>
<b>Annual surplus</b>	<b>\$ 128,631</b>	<b>\$ 2,793,098</b>	<b>\$ 188,593</b>
Acquisition of tangible capital assets	(2,000,000)	(3,174,156)	(185,653)
Amortization of tangible capital assets	660,080	658,047	685,405
Change in prepaid expenses	-	(2,654)	(3,989)
<b>Change in net debt</b>	<b>(1,211,289)</b>	<b>274,335</b>	<b>684,356</b>
<b>Net debt, beginning of year</b>	<b>(8,378,157)</b>	<b>(8,378,157)</b>	<b>(9,062,513)</b>
<b>Net debt, end of year</b>	<b>\$ (9,589,446)</b>	<b>\$ (8,103,822)</b>	<b>\$ (8,378,157)</b>

# Whistler Housing Authority Ltd.

## Statement of Cash Flows

For the year ended December 31	2016	2015
<b>Cash provided by (used in)</b>		
<b>Operating activities</b>		
Annual surplus	\$ 2,793,098	\$ 188,593
Items not involving cash:		
Amortization of capital assets	658,047	685,405
Land transfer recorded as government grant	\$ (969,900)	\$ -
	<u>2,481,245</u>	<u>873,998</u>
<b>Changes in non-cash working capital balances:</b>		
Accounts receivable	(67,309)	(3,200)
Prepaid expenses	(2,654)	(3,989)
Accounts payable and accrued liabilities	253,962	15,698
Tenant deposits	(9,078)	12,147
Construction holdbacks	86,463	-
Deferred revenue	421,936	-
	<u>3,164,565</u>	<u>894,654</u>
<b>Capital activities</b>		
Acquisition of tangible capital assets	<u>(2,204,256)</u>	<u>(185,653)</u>
<b>Investing activities</b>		
Sale (purchase) of short term investments	<u>(55,191)</u>	<u>(12,257)</u>
<b>Financing activities</b>		
Repayment of long term debt	(1,310,513)	(752,179)
Proceeds of long term debt issued	513,200	-
Proceeds of construction loans	92,680	17,320
	<u>(704,633)</u>	<u>(734,859)</u>
Increase (decrease) in cash during the year	200,485	(38,115)
Cash, beginning of year	<u>846,699</u>	<u>884,814</u>
Cash, end of year	<u>\$ 1,047,184</u>	<u>\$ 846,699</u>
<b>Supplemental Information</b>		
Interest Paid	\$ 462,470	\$ 498,951
Land transfer at nominal value (Note 8)	\$ (969,900)	\$ -

## Whistler Housing Authority Ltd. Summary of Significant Accounting Policies

December 31, 2016

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<b>Basis of Accounting</b>	The financial statements of the Whistler Housing Authority Ltd. (the "WHA") have been prepared by management in accordance with Canadian public sector accounting standards.
<b>Nature of Business</b>	<p>WHA was incorporated in 1988 to construct and operate affordable housing units in the Resort Municipality of Whistler (the "RMOW") and facilitate the resale of restricted housing units. WHA is wholly owned by the RMOW.</p> <p>WHA owns 202 rental units in the Whistler area and manages another 29 units owned by the Whistler Valley Housing Society and the RMOW.</p>
<b>Financial Instruments</b>	WHA's financial instruments consist of cash, short term investments, accounts receivable, accounts payable and accrued liabilities, tenant deposits, construction holdbacks, construction loans, and long-term debt. WHA initially measures all of its financial instruments at fair value and subsequently at amortized cost using the effective interest rate method.
<b>Use of Estimates</b>	The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements. Significant items subject to such estimates and assumptions include the useful life of tangible capital assets, provision for uncollectible receivables, and accrued liabilities. Actual results could differ from those estimates and may impact the results of future periods.
<b>Revenue</b>	<p>Rental revenue is recognized monthly when received or receivable, on the first day of each month for all occupied units, as per rental agreements.</p> <p>Interest revenue is recognized as earned.</p> <p>Waitlist revenue is non refundable and is recognized when proceeds are received.</p>
<b>Government Transfers</b>	Government transfers, excluding inter-entity transactions, are recognized in the financial statements in the period in which events giving rise to the transfers occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amount can be made.

## Whistler Housing Authority Ltd. Summary of Significant Accounting Policies

December 31, 2016

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<b>Inter-entity transactions</b>	WHA recognizes inter-entity transactions with related parties at their carrying value as determined at the date of transaction when the transferred asset and liabilities satisfy the definition of an asset or liability in accordance with Canadian public sector accounting standards. Any difference between the exchange value and the amounts recognized in the statement of financial position are recognized as revenue or expense in the statement of operations.
<b>Tangible Capital Assets</b>	<p>Tangible capital assets are recorded at cost less accumulated amortization. Costs includes all costs directly attributable to acquisition or construction of the tangible capital asset including transportation costs, installation costs, design and engineering fees, legal fees and site preparation costs.</p> <p>Buildings are recorded at cost, including interest capitalized on construction, and amortized at 4% on a diminishing balance.</p> <p>Equipment and furniture and fixtures are recorded at cost and amortized at 20% on a diminishing balance.</p>
<b>Construction in progress</b>	<p>Construction in progress includes all costs directly attributable to acquisition and ongoing construction of the tangible capital asset including transportation costs, installation costs, design and engineering fees, legal fees and site preparation costs.</p> <p>Amortization of construction in progress will commence when these tangible capital assets are substantially completed and ready to be put into service.</p>
<b>Discretionary reserves</b>	WHA allocates its accumulated surplus to reserve accounts for capital items, projects, maintenance and operating as directed by the board of directors (Note 7). Expenses for each reserve account are recorded separately.
<b>Income Taxes</b>	WHA is wholly owned by the Resort Municipality of Whistler, and as such, is not subject to income tax per section 149(1)(d.5) of the income tax act.
<b>Adoption of New Accounting Policy</b>	On January 1, 2016, WHA adopted Canadian public sector accounting standard section 3420 Inter-entity transactions and section 2200 Related party disclosures on a prospective basis. Section 3420 establishes standards on how to account for and report transactions between public sector entities that comprise a government's reporting entity from both a provider and recipient perspective. Section 2200 defines a related party and establishes disclosures required for related party transactions.

## Whistler Housing Authority Ltd. Notes to the Financial Statements

**December 31, 2016**

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### 1. Cash

Cash includes WHA's bank accounts and any money market instruments that have maturities of 90 days or less.

WHA's bank accounts are held at three financial institutions and earn interest at prevailing market rates. Included in cash is \$132,254 (2015 - \$132,557) of tenant security deposits held in a separate interest bearing account.

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### 2. Short term Investments

Short term Investments include two term deposits that are held at separate financial institutions. As at December 31, 2016, the amounts of the investments are \$301,225 and \$738,286 earning 1.4% each. Both of these term deposits mature in 2017. They are both recorded at cost plus accrued interest to date.

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### 3. Accounts Receivable

	2016	2015
GST Rebates	\$ 99,247	\$ 30,773
Tenant receivables	6,456	9,346
Other	7,548	5,823
	<u>\$ 113,251</u>	<u>\$ 45,942</u>

**Whistler Housing Authority Ltd.**  
**Notes to the Financial Statements**

**December 31, 2016**

**4. Tangible Capital Assets**

	Open Net Book Value	Additions	Disposals	Amortization	Close Net Book Value
Land	\$ 2,969,296	\$ 970,000	\$ -	\$ -	\$ 3,939,296
Buildings	16,430,379	-	-	(657,216)	15,773,163
Equipment & furniture	4,158	-	-	(831)	3,327
Construction in progress	44,454	2,204,156	-	-	2,248,610
	<u>\$ 19,448,287</u>	<u>\$ 3,174,156</u>	<u>\$ -</u>	<u>\$ (658,047)</u>	<u>\$21,964,396</u>

Construction in progress represents the costs incurred to date on the development of a new WHA rental building in Cheakamus Crossing and the construction of a WHA single family home in Spruce Grove.

Net book value at December 31, 2016 consists of:

	Cost	Accumulated Amortization	Net Book Value
Land	\$ 3,939,296	\$ -	\$ 3,939,296
Buildings	26,192,278	(10,419,115)	15,773,163
Equipment & furniture	33,532	(30,205)	3,327
Construction in progress	2,248,610	-	2,248,610
	<u>\$ 32,413,716</u>	<u>\$ (10,449,320)</u>	<u>\$21,964,396</u>

Net book value for the comparative period, December 31, 2015, consists of:

	Cost	Accumulated Amortization	Net Book Value
Land	\$ 2,969,296	\$ -	\$ 2,969,296
Buildings	26,192,278	(9,761,899)	16,430,379
Equipment & furniture	33,532	(29,374)	4,158
Construction in progress	44,454	-	44,454
	<u>\$ 29,239,560</u>	<u>\$ (9,791,273)</u>	<u>\$19,448,287</u>

## Whistler Housing Authority Ltd. Notes to the Financial Statements

December 31, 2016

### 5. Construction Loan

WHA has obtained interest free seed funding and proposal development loans from the Canadian Mortgage and Housing Corporation for the development of a new rental building (Note 4). Each facility has a maximum of \$10,000 and \$100,000, respectively. As of December 31, 2016, WHA has fully drawn both loans. The outstanding principal of these loans are to be repaid immediately upon receipt of any capital financing or other funding for the project.

### 6. Long Term Debt

	2016	2015
Royal Bank Term Loan on Dave Murray Place property, interest at 3.95%, repayable at \$32,845 per month, due July 5, 2017	\$ 2,001,127	\$ 2,309,351
Royal Bank Mortgage on 1060 Legacy Way property, interest at 3.886%, repayable at \$21,107 per month, due October 1, 2020	3,387,697	3,507,864
Sunlife Assurance Company of Canada Mortgage on Seppo's property, interest at 6.8%, repayable at \$41,206 per month, due October 1, 2025	3,291,247	3,555,331
Royal Bank Term one on Lorimer property, interest at 2.75%, repayable at \$9,165 per month, due February 1, 2019	432,476	-
Addenda Capital Inc. Mortgage on Lorimer property, interest at 2.47%, repayable at \$9,098 per month, extinguished on February 1, 2016.	-	537,314
	<u>\$ 9,112,547</u>	<u>\$ 9,909,860</u>

The mortgages are secured by a first charge on the land and buildings for each loan, a General Security Agreement and an assignment of rents.

Mortgage payments due in the next five years are as follows:

	Interest	Principal	Total
2017	\$ 395,269	\$ 2,507,688	\$ 2,902,957
2018	323,982	533,753	857,735
2019	291,172	688,671	979,843
2020	244,044	3,343,229	3,587,273
2021	125,540	368,932	494,472
Thereafter	183,990	1,670,274	1,854,264
	<u>\$ 1,563,997</u>	<u>\$ 9,112,547</u>	<u>\$ 10,676,544</u>

## Whistler Housing Authority Ltd. Notes to the Financial Statements

**December 31, 2016**

### 7. Accumulated Surplus

Accumulated Surplus consists of:

	2016	2015
Share Capital	\$ 1	\$ 1
Invested in tangible capital assets	12,655,387	9,521,107
Discretionary reserves	592,003	551,528
Unrestricted	834,506	1,216,163
	<b>\$ 14,081,897</b>	<b>\$ 11,288,799</b>

### 8. Related Party Transactions

During the year, WHA engaged in the following transactions with the Resort Municipality of Whistler (RMOW), sole shareholder of WHA:

	2016	2015
<b>Revenue</b>		
Employee Housing Fund	\$ 1,488,812	\$ -
Transfer of land 1310 Cloudburst	969,900	-
	<b>\$ 2,458,712</b>	<b>\$ -</b>
<b>Expenses</b>		
Property tax expense	\$ 308,237	\$ 312,420

The RMOW transferred land located at 1310 Cloudburst to the WHA for total consideration of \$100. The carrying value of the land on the date of the transfer was \$970,000. Additionally, a total of \$1,910,748 funding was provided from the RMOW's employee housing fund to WHA. Both transfers were made for the development of residential restricted rental housing. As at December 31, 2016, a total of \$1,488,812 of construction costs has been incurred utilizing the restricted employee housing funds, with the unspent portion of \$421,936 being deferred in the statement of financial position and will be recognized in revenue when spent in future periods.

All related party transactions have been measured at their carrying values on the date of the transactions.



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**Whistler Housing Authority Ltd.**  
**Notes to the Financial Statements****December 31, 2016**

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**9. Financial Instrument Risks**

WHA through its financial assets and liabilities is exposed to certain financial risks. The following analysis provides an assessment of those risks as at December 31, 2016.

**Interest Rate Risk**

WHA is exposed to interest rate risk arising from the possibility that changes in interest rates will affect the future cash flows related to its short term investments and its mortgages payable. WHA's objective is to minimize interest risk by locking in fixed rates on its investments and its mortgages when possible.

**Liquidity Risk**

Liquidity risk is the risk that WHA will not be able to meet its financial obligations as they fall due. WHA has a planning and budgeting process in place to help determine the funds required to support the normal operating requirements on an ongoing basis. WHA ensures that there are sufficient funds to meet its short term requirements, taking into account its anticipated cash flows from operations and its holdings of cash and short term investments.

**Credit Risk**

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. WHA is exposed to credit risk through its cash and investments. WHA mitigates its risk by holding its cash and investments at one Canadian charter bank and two BC credit unions, which provide deposit insurance coverage via the Canadian Deposit Insurance Corporation and the Credit Union Insurance Corporation.

It is management's opinion that WHA is not exposed to any significant currency risks arising from their financial instruments, and that there has been no change to financial instrument risk exposure since prior years.

**Whistler Housing Authority Ltd.**  
**Schedule of Office Expenses (Schedule 1)**

For the year ended December 31	Budget 2016	2016	2015
<b>Office Expenses</b>			
Administrative office	\$ 5,000	\$ 5,025	\$ 1,914
Advertising	450	1,052	452
Board expenses	700	276	504
Banking fees	4,000	662	1,966
Professional fees	58,000	33,773	42,366
Research	15,000	10,375	11,975
Telecommunications	800	3,667	3,813
Wages and benefits	210,000	222,179	201,920
Training and conferences	2,000	1,964	1,517
	<b>\$ 295,950</b>	<b>\$ 278,973</b>	<b>\$ 266,427</b>

**Whistler Housing Authority Ltd.**  
**Schedule of Tangible Capital Assets (Schedule 2)**

For the year ended December 31			2016	2015
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Land - 6320 Lorimer	\$ 514,656	\$ -	\$ 514,656	\$ 514,656
Land - 2400 Dave Murray Pl	460,826	-	460,826	460,826
Land - 7325 Seppo's Way	1,633,885	-	1,633,885	1,633,885
Land - 2110 Sarajevo #3	61,863	-	61,863	61,863
Land - 2120 Nordic Court	122,451	-	122,451	122,451
Land - 1060 Legacy Way	36,287	-	36,287	36,287
Land - 7253 Spruce Grove	139,328	-	139,328	139,328
Land - 1310 Cloudburst	970,000	-	970,000	-
Construction in progress	2,248,610	-	2,248,610	44,454
Building - 6320 Lorimer	1,730,037	881,409	848,628	883,989
Building - 2400 Dave Murray Pl	7,344,000	3,423,978	3,920,022	4,083,357
Building - 7325 Seppo's	6,756,387	3,043,319	3,713,068	3,867,779
Building - 2110 Sarajevo #3	26,512	11,228	15,284	15,920
Building - 2120 Nordic Court	2,782,710	1,256,053	1,526,657	1,590,268
Building - Balsam	342,532	123,915	218,617	227,726
Building - 1060 Legacy Way	7,210,100	1,679,213	5,530,887	5,761,340
Equipment & furniture	33,532	30,205	3,327	4,158
	<b>\$ 32,413,716</b>	<b>\$ 10,449,320</b>	<b>\$ 21,964,396</b>	<b>\$ 19,448,287</b>

Certificate of Incorporation  
No. BC0810519

**WHISTLER HOUSING AUTHORITY LTD.**  
(the "Company")

**DIRECTORS' RESOLUTIONS**

Pursuant to the articles of the Company, the following resolutions are passed as resolutions of the directors of the Company, duly consented to in writing by all the directors of the Company.

**RESOLVED THAT:**

1. the following persons be and are hereby appointed officers of the Company to hold the offices set opposite their names until their successors are appointed, at the pleasure of the Board of Directors:

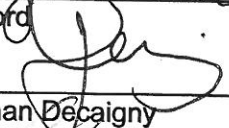
President: Michael Hutchison  
Vice-President / Secretary: Jen Ford


2. the financial statements of the Company for the last completed financial year be approved and that any two directors of the Company be authorized to sign the balance sheet included in the financial statements as evidence of such approval.

DATED this 27<sup>th</sup> day of February, 2017.


  
\_\_\_\_\_  
Brian Good

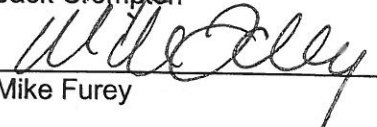
  
\_\_\_\_\_  
Jen Ford

  
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Jonathan Decaigny

  
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Steve Anderson

  
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Michael Hutchison

  
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Jack Crompton

  
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Mike Furey



## REPORT | POLICY REPORT TO COUNCIL

**PRESENTED:** May 9, 2017

**REPORT:** 17-050

**FROM:** Resort Experience

**FILE:** 8292.03

**SUBJECT:** AMENDMENTS TO MUNICIPAL LIQUOR LICENSING COUNCIL POLICY G-17

### COMMENT/RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

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

### RECOMMENDATION

**That** Council adopt Council Policy G-17 Municipal Liquor Licensing Policy as amended and attached as Appendix “A” to Policy Report to Council No.17-050.

### REFERENCES

Appendices: “A” – Council Policy G-17 Municipal Liquor Licensing Policy  
“B” – Minutes of April 13, 2017 LLAC Meeting (relevant excerpts)

### PURPOSE OF REPORT

Council Policy G-17, Municipal Liquor Licensing Policy was last amended in 2013, and since then there have been numerous changes to provincial liquor regulations and policies as a result of implementation of the recommendations of the B.C. Liquor Policy Review. These changes at the provincial level have led to the need to amend municipal liquor policy to accommodate the new provincial policies. The purpose of this report is to present amendments to Council Policy G-17 for consideration by Council.

### DISCUSSION

#### Background

In British Columbia new liquor licences and amendments to existing licences are issued by the provincial Liquor Control and Licensing Branch (LCLB). LCLB regulations and policies provide opportunity for comments and recommendations from local government on licensing decisions that may have an impact on the community. The requirements for local government comments vary depending on the type of licence or licence amendment. In some cases the views of residents must be gathered and a formal resolution from local government Council must be provided. Those resolutions from Council must address the LCLB prescribed criteria and be in the format required by LCLB regulations.

Council Policy G-17 establishes a framework for municipal policies, decisions and comments/recommendations to the LCLB regarding liquor sales, service, licensing and consumption. The current policy includes guiding principles for licensing decisions, the role of the Liquor Licence Advisory Committee, policies and guidelines for specific licensing decisions, the Good Standing review process and the municipal processing requirements for various types of liquor licence applications. The policy provides information to applicants for new or amended liquor licences. Additionally, the policy provides guidelines to municipal staff and the Liquor Licence Advisory Committee for the review of those applications. The current Council Policy G-17 is available on the municipal website at:

[Council Policy G-17 amended October 1, 2013](#)

## **B.C. Liquor Policy Review – New Provincial Liquor Policies**

The B.C. Liquor Policy Review was initiated by the provincial government in mid-2013. The government then issued a report in early 2014 with 73 recommendations for liquor policy changes. At present 64 of those changes have been fully implemented into Liquor Control and Licensing Branch (LCLB) policy. Many of the provincial liquor policy changes require no specific policy response at a municipal level. Others have already been accommodated through amendments to the municipal Business Regulation Bylaw and the Zoning and Parking Bylaw.

Several provincial changes, however, do require amendments to municipal liquor policy and a revised framework for municipal comments and recommendations to the LCLB. New provincial policies which cannot be suitably accommodated with current Council Policy G-17 include:

- Dual licensing (an establishment can have both a food primary licence and a liquor primary licence, each with different hours).
- Any business (besides those primarily engaged in food, hospitality, entertainment or beverage service) can apply for a food primary or liquor primary licence.
- Ski hills and golf courses can apply for a Temporary Use Area endorsement to an existing licence, allowing the service of liquor for events at locations on their property on up to 26 days a year.
- Minors are permitted in liquor primary licensed pubs or lounges until 10 p.m. when accompanied by a parent or guardian, provided that food service is available.
- Current Council Policy G-17 refers to food primary “restaurant lounges”, which no longer exist in provincial policy.
- Special Event Permits (SEPs) have replaced Special Occasion Licences (SOLs).
- “Whole site licensing” (where minors are permitted) instead of adult-only beer gardens is now generally permitted for public SEP licensed events, unless the LCLB determines it to be contrary to public safety.

## **Proposed Amendments to Council Policy G-17**

Attached as Appendix “A” is the amended Council Policy G-17 proposed for adoption by Council. The following is section by section explanation of changes from the current Council Policy G-17, which was last updated on October 1, 2013.

### **Table of Contents**

Added to improve readability of policy

### **Section 1.0 Scope of Policy**

Minor update to current Council Policy G-17

### **Section 2.0 Policy Context**

Added to explain how municipal liquor policy relates to provincial liquor policy

### **Section 3.0 Guiding Principles for Licensing Decisions**

Expanded upon policy statements in section 5 of current Council Policy G-17 to provide a more complete framework of principles to consider when making licensing recommendations and decisions

### **Section 4.0 Liquor Licence Advisory Committee Responsibilities and Review Criteria**

Minor change to section 4 of current Council Policy G-17 to add that the Liquor Licence Advisory Committee advises Council and staff on matters related to liquor licensing and liquor policy (in addition to liquor licence applications considered by Council)

### **Section 5.0 Policy for Hours of Liquor Service**

Change to section 2 of current Council Policy G-17 to add hours of liquor service guidelines for “Event Driven Licensed Establishments”, “Dual Licensed Establishments” and “Other Businesses” holding a food primary or liquor primary licence

### **Section 6.0 Policy Guidelines for New or Increased Liquor Primary Capacity**

New section added to provide specific criteria for evaluating applications for new liquor primary licences or for increases in capacity to an existing liquor primary licensed establishment

### **Section 7.0 Policy Guidelines for Other Businesses Applying for a Liquor Licence**

New section added to provide specific criteria for evaluating applications from “Other Businesses” (other than those primarily engaged in food, hospitality, entertainment or beverage service) applying for a liquor licence

### **Section 8.0 Policy for Retail Sale of Packaged Liquor**

Unchanged from a policy statement in section 5 of current Council Policy G-17, but included as a section in itself to highlight the significance of retail sale of packaged liquor to the overall availability and distribution of liquor in the community

### **Section 9.0 Policy for Occupant Load Determination**

The plan drawing requirements and occupant load (capacity) calculations for licensed establishments is an important part of the municipal involvement in the liquor licensing process. This section includes new definitions from provincial regulations and more clarity in how occupant load is to be calculated in Whistler. However, the actual calculation of occupant load is unchanged from Schedule 2 of current Council Policy G-17.

### **Section 10.0 Policy for Occupant Load for Temporary Outdoor Licensed Events**

Unchanged from Schedule 3 of current Council Policy G-17, other than to include a provision for outdoor events licensed with a Temporary Use Area endorsement on ski area and golf course property

### **Section 11.0 Policy for Temporary Extension of Closing Hours**

Unchanged from section 8 of current Council Policy G-17, other than to include “Evaluation Guidelines for Applications” as a list instead of a table

### **Section 12.0 Good Standing Requirement and Review Process**

Unchanged from section 6 of current Council Policy G-17

### **Section 13.0 Municipal Review Process by Application Type**

The liquor licence application review process and fees are shown in Schedules A – F of the proposed policy. The review process and fees are substantially the same as those of section 3 of current Council Policy G-17, with the following changes:

- The proposed application review processes of Schedules A – F are in flow chart form for better readability than the tables of the current policy. This will make it easier for applicants to understand the review process.
- Schedules A – F include the municipal processing fee associated with the various application types. These fees are structured to recover staff time to process the applications. The fees are unchanged from the current Council Policy G-17 with the exception of the fees for new application types.
- Schedules A – C are organized as permanent liquor licence applications with “High Potential for Impacts”, “Medium Potential for Impacts” and “Low Potential for Impacts” to differentiate between the different levels of municipal review.

- Schedule A includes the ski hill and golf course Temporary Use Area (TUA) endorsement application and permanent change review process and fee.
- Schedule A includes a winery lounge application and permanent change review process and fee.
- Food primary restaurant lounges (which no longer exist in provincial policy) have been removed from the application types.
- Schedule C includes a process and fee for providing an occupant load stamp for an existing licensed establishment, not related to one of the other application types.
- Schedule D includes a process and fee for a temporary extension of licensed area at an existing food primary or liquor primary establishment for an event with more than 500 people. Schedule D also includes the review process and fee for brewery, distillery and winery lounge temporary change applications.
- Schedule E includes the process and fees for Special Event Permit (SEP) licensed events, which are now issued on-line by the LCLB. The current Council Policy G-17 requirement to have Council approval for a public SEP event with minors present has been removed. New LCLB policy now permits minors at such events (whole site licensing). SEP licensed events for more than 500 people still require Council approval.
- Schedule F includes the review process for various sizes and locations of TUA events. A municipal fee is only proposed for “Urban” TUA events (those in proximity to residences, businesses or visitor accommodations) which require approval by Council.

### Liquor Licence Advisory Committee Review Process

At its regular meetings since early 2014 the Liquor Licence Advisory Committee (LLAC) has been kept up to date with the provincial liquor policy changes as they have been implemented. Starting with its October 13, 2016 meeting, the LLAC has been considering an updated decision making framework for evaluating liquor licence applications. This framework was refined at the January 12, March 9 and April 13, 2017 LLAC meetings. This framework is now incorporated into the proposed amendments to Council Policy G-17 in Section 3.0 Guiding Principles for Licensing Decisions, Section 5.0 Hours of Liquor Service, Section 6.0 Policy Guidelines for New or Increased Liquor Primary Capacity and in Section 7.0 Policy Guidelines for Other Businesses Applying for a Liquor Licence.

At the April 13, 2017 LLAC meeting several changes to the policy were suggested by members (relevant excerpts of the minutes of the meeting are attached herein as Appendix “B”.) Staff then incorporated the LLAC comments into the final version of Council Policy G-17, which is included as Appendix “A” of this report. The final version of the policy was sent by e-mail to LLAC members and the following motion was unanimously passed by LLAC members in an e-mail vote:

**That** the Liquor Licence Advisory Committee support the adoption of Council Policy G-17 *Municipal Liquor Licensing Policy* as amended and dated May 9, 2017.

### WHISTLER 2020 ANALYSIS

W2020 Strategy	TOWARD Descriptions of success that resolution moves us toward	Comments
Built Environment	The built environment is attractive and vibrant, reflecting the resort community's character, protecting viewscales and evoking a dynamic sense of place	
	Visitors and residents can readily immerse themselves in nature, free from noise and light pollution	

	To maintain vibrancy, Whistler Village is the core of the resort community	
Economic	Whistler has a diversified and year-round tourism economy	
	The Whistler economy provides opportunities for achieving competitive return on invested capital	
	Locally owned and operated businesses thrive and are encouraged as an essential component of a healthy business mix	
	Whistler holds competitive advantage in the destination resort marketplace as a result of its vibrancy and unique character, products and services	
Health & Social	Community members eat healthy food, exercise and engage in leisure and other stress relieving activities that assist in preventing illness and they avoid the abusive use of substances that evidence indicates have negative effects on physical and mental health	
Partnership	Residents, taxpayers, business and local government hold a shared vision for the resort community and work in partnership to achieve that vision	
	Partners participate in policy making and other decisions at various levels of government where relevant	
Recreation	Recreation and leisure is a core contributor to the Whistler economy	
Visitor Experience	Community members and organizations work collectively to ensure exceptional experiences that exceed visitor expectations	
	The resort community's authentic sense of place and engaging, innovative and renewed offerings attract visitors time and time again	
	The resort is comfortable, functional, safe, clean and well maintained	

W2020 Strategy	AWAY FROM Descriptions of success that resolution moves away from	Mitigation Strategies and Comments

## OTHER POLICY CONSIDERATIONS

There are a number of municipal bylaws that regulate certain aspects of establishments licensed for the sale, service and consumption of liquor. The implications of the proposed amendments to Council Policy G-17 are discussed below:

- Liquor Licence Application Processing Fee Bylaw No. 2035  
This bylaw specifies the municipal fee applicable to each liquor licence application type. Amendments to this bylaw to account for the new application types will be brought for Council's consideration at the May 23, 2017 Council meeting.



- Consolidate Business Regulation Bylaw No. 739  
This bylaw includes municipal regulations on gaming (gambling), hours of liquor service, licensed capacities and restaurant lounges. This bylaw provides for local regulation where provincial regulations may differ from municipal interests. In the coming months it is anticipated that amendments to the Business Regulation Bylaw will be proposed in consideration of the new provincial liquor policies.
- Zoning and Parking Bylaw No. 303  
This bylaw specifies the types of licensed establishments permitted on properties in each zone. Schedule D of the bylaw indicates which specific properties are permitted to have the retail sale of packaged liquor for consumption off premises.
- Consolidate Business Licence Bylaw No. 767  
This bylaw specifies annual business licence fees for certain types of liquor licensed establishments. It may require amending to account for other businesses now eligible to apply for a liquor licence.
- Exotic Dancing Control Bylaw No. 1408  
This bylaw restricts certain types of adult entertainment in liquor licensed establishments.

## **BUDGET CONSIDERATIONS**

The proposed municipal fees for processing liquor licence applications are sufficient to cover staff costs.

## **COMMUNITY ENGAGEMENT AND CONSULTATION**

The Liquor Licence Advisory Committee (see above) representing a variety of community interests has been actively engaged in the review of changes to provincial liquor policies, and the LLAC has voted to support the proposed amendments to Council Policy G-17. Council was advised of the recommendations of the B.C. Liquor Policy Review at a meeting of the Committee of the Whole on February 18, 2014. At a Committee of the Whole meeting on March 21, 2017 Council was advised of the guiding principles and policy guidelines proposed in the amended Council Policy G-17.

## **SUMMARY**

This report recommends amendments to Council Policy G-17 *Municipal Liquor Licensing Policy* for consideration by Council. These proposed amendments are in response to changes in provincial liquor regulations and a review of the municipal framework for liquor licensing decisions.

Respectfully submitted,

Frank Savage

PLANNER

for

Jan Jansen

GENERAL MANAGER OF RESORT EXPERIENCE



**THE RESORT MUNICIPALITY OF WHISTLER  
COUNCIL POLICY**

<b>POLICY NUMBER:</b>	<b>G-17</b>	<b>DATE OF RESOLUTION: OCTOBER 7, 2004</b>
AMENDED ON: OCTOBER 17, 2005		AMENDED ON: FEBRUARY 21, 2012
AMENDED ON: NOVEMBER 7, 2005		AMENDED ON OCTOBER 16, 2012
AMENDED ON: NOVEMBER 6, 2006		AMENDED ON OCTOBER 1, 2013
AMENDED ON: OCTOBER 20, 2009		AMENDED ON MAY 9, 2017
AMENDED ON: OCTOBER 4, 2011		
<b>MUNICIPAL LIQUOR LICENSING POLICY</b>		

**TABLE OF CONTENTS**

- 1.0 SCOPE OF POLICY**
- 2.0 POLICY CONTEXT**
- 3.0 GUIDING PRINCIPLES FOR LICENSING DECISIONS**
- 4.0 LIQUOR LICENCE ADVISORY COMMITTEE RESPONSIBILITIES AND REVIEW CRITERIA**
- 5.0 POLICY FOR HOURS OF LIQUOR SERVICE**
- 6.0 POLICY GUIDELINES FOR NEW OR INCREASED LIQUOR PRIMARY CAPACITY**
- 7.0 POLICY GUIDELINES FOR OTHER BUSINESSES APPLYING FOR A LIQUOR LICENCE**
- 8.0 POLICY FOR RETAIL SALE OF PACKAGED LIQUOR**
- 9.0 POLICY FOR OCCUPANT LOAD DETERMINATION**
- 10.0 POLICY FOR OCCUPANT LOAD FOR TEMPORARY OUTDOOR LICENSED EVENTS**
- 11.0 POLICY FOR TEMPORARY EXTENSION OF CLOSING HOURS**
- 12.0 GOOD STANDING REQUIREMENT AND REVIEW PROCESS**
- 13.0 MUNICIPAL REVIEW PROCESS BY APPLICATION TYPE**
  - Schedule A – Permanent Liquor Licence Applications with High Potential for Impacts**
  - Schedule B – Permanent Liquor Licence Applications with Medium Potential for Impacts**
  - Schedule C – Permanent Liquor Licence Applications with Low Potential for Impacts**
  - Schedule D – Temporary Change to an Existing Licence**
  - Schedule E – Special Event Permit (SEP) and Catering Licensed Events**
  - Schedule F – Temporary Use Area (TUA) Licensed Events**

## **1.0 SCOPE OF POLICY**

This policy establishes a framework for municipal policies and decisions regarding liquor sales, service, licensing and consumption. The policy includes guiding principles for licensing decisions, the role of the Liquor Licence Advisory Committee, policies and guidelines for specific licensing decisions, the Good Standing review process and the municipal processing requirements for various types of liquor licence applications. This policy provides information to applicants for new or amended liquor licences. Additionally, the policy provides guidelines to municipal staff and the Liquor Licence Advisory Committee for the review of those applications.

## **2.0 POLICY CONTEXT**

### **Provincial Policy Context**

In British Columbia new liquor licences and amendments to existing licences are issued by the provincial Liquor Control and Licensing Branch (LCLB). LCLB regulations and policies provide opportunity for comment from local government on licensing decisions that may have an impact on the community. The requirements for local government comments vary depending on the type of licence or licence amendment. In some cases the views of residents must be gathered and a formal resolution from local government Council must be provided. Those resolutions from Council must address the LCLB prescribed criteria and be in the format required by LCLB regulations.

### **Resort Municipality of Whistler Policy Context**

Municipal liquor policy is established within the broader context of municipal policy and planning documents: the Official Community Plan, Whistler2020 Comprehensive Sustainability Plan, municipal zoning and business regulation bylaws, other applicable bylaws, and planning documents, including the Economic Partnership Initiative report.

## **3.0 GUIDING PRINCIPLES FOR LICENSING DECISIONS**

These guiding principles serve as a high level framework for the development of municipal liquor policy and for evaluating liquor licence applications. Licensing policies and decisions should consider and be compatible with these principles.

- a) The Whistler food and beverage sector is a major contributor to the resort community economy and provides substantial employment opportunities.
- b) Food and beverage establishments provide visitors and residents with a diverse range of dining and entertainment options, day and night, that enhance the resort experience.
- c) Food and beverage establishments bring vitality to Whistler Village, animate the Village Stroll, facilitate wayfinding, and those with patios leverage views and sun exposure. Food and beverage locations along the Village Stroll are critical to the long term success of the resort.
- d) The food and beverage environment is perceived by visitors and residents as welcoming, safe and free of objectionable noise and disturbances.
- e) Families with minors have access to a range of food and beverage establishments and patios until 10 p.m.
- f) Locally owned and operated food and beverage businesses thrive.
- g) An innovative food and beverage sector is valued and encouraged.
- h) The growing liquor manufacturing sector makes a positive contribution to the resort experience.
- i) The retail sale of packaged liquor is acknowledged as a significant contributor to the availability of liquor in the community. Proposed changes to the retail liquor sales environment are evaluated for impacts on the community.

- j) Licensing decisions consider the location and character of the establishment and the anticipated contribution to guest experience.
- k) An appropriate balance between food primary and liquor primary seats is determined based on the unique character of each Village area.
- l) The impacts of licensing decisions on the community are identified and measures are taken to mitigate potential negative impacts. Higher impact decisions (those involving late-night drinking-only seats) are given a high level of scrutiny.
- m) A cautious approach to additional liquor primary capacity is taken. The impacts of changes made are monitored and inform future licensing decisions.
- n) Temporary extensions of closing hours can provide a benefit to festivals and special events, provided that potential negative impacts are mitigated.
- o) The Whistler community encourages responsible alcohol consumption in consideration of potential alcohol related harms. Licensed establishments operate their businesses with a high level of social and civic responsibility.
- p) Municipal bylaws restrict types of adult entertainment and gaming (gambling) in establishments, businesses or events where liquor is sold, served or consumed.
- q) Unlicensed liquor consumption in public places can negatively impact the community and is not encouraged.
- r) Community input is sought commensurate with the potential impact of licensing decisions.
- s) Higher impact licensing decisions are made by Council; lower impact decisions may be delegated to staff.
- t) Consistency and fairness are important considerations in licensing decisions.
- u) Applicants must be in "Good Standing" with respect to their compliance and enforcement history as a prerequisite for an application to be considered.
- v) All costs associated with the municipal review and processing of licence applications are borne by the applicant.

#### **4.0 LIQUOR LICENCE ADVISORY COMMITTEE RESPONSIBILITIES AND REVIEW CRITERIA**

The municipal Liquor Licence Advisory Committee (LLAC) provides input and recommendations to municipal Council and to staff on liquor licence applications and other matters related to liquor licensing and liquor policy. The structure and appointments to the LLAC have been established by Council to provide representation from key community stakeholders and municipal staff.

These representatives are expected to provide insight and comments on their particular areas of interest as input into the review and licensing recommendations of the LLAC. The LLAC representatives and the specific issues on which each representative is expected to comment are as follows:

##### **Whistler Detachment of the RCMP Representative**

- The potential impact on police resources and the ability to police
- The potential impact on public enjoyment and safety including noise, public nuisances, crowd control and criminal activity
- The character of the establishment and the target market served
- The potential effectiveness of proposed management and operation measures

##### **Whistler Fire Rescue Service**

- The potential impact on fire safety
- Any recommended fire safety measures
- Determination of occupant loads as defined in this policy

Resort Experience Department Representative

- Applicable municipal strategies, policies and regulations including Whistler2020 Moving Toward a Sustainable Future, the Official Community Plan, the Whistler Village Enhancement Strategy, the Economic Partnership Initiative report, zoning regulations, restrictive covenants, business regulations, building regulations and bylaws
- Information on adjacent land uses
- Information on existing licensed establishments in the vicinity including the number and type of establishments, market focus, hours, and licensed capacities
- Relevant information on socio-economic trends including population, visitation, demographics
- Urban design, programming and capacity issues related to noise and public safety

Food and Beverage Sector Representative – Nightclubs

- The character of the establishment and proposed target market
- The potential benefits to the community and customer service
- The potential impacts on existing Liquor Primary licensed establishments
- The potential effectiveness of proposed management and operation measures

Food and Beverage Sector Representative – Lounges/Pubs

- The character of the establishment and proposed target market
- The potential benefits to the community and customer service
- The potential impacts on existing Liquor Primary licensed establishments
- The potential effectiveness of proposed management and operation measures

Food and Beverage Sector Representative – Restaurants

- The character of the establishment and proposed target market
- The potential benefits to the community and customer service
- The potential impacts on existing Food Primary licensed establishments
- The potential effectiveness of proposed management and operation measures

Whistler Community Services Society Representative

- The potential impact on community health and social services
- The potential impact on community youth

Accommodation Sector Representative

- The potential benefits and potential negative impacts to visitor and resident experience
- The potential benefits and potential negative impacts to the accommodation sector

Council Representative (non-voting)

- Council strategies, priorities and policies

Liquor Control and Licensing Branch (LCLB) Liquor Inspector (non-voting)

- Advice on LCLB policy, compliance and enforcement matters

**LLAC Review Criteria for Licence Applications**

The LLAC conducts a review and makes a formal recommendation on all liquor licence applications considered by Council. The LLAC addresses the following criteria in that review:

- a) The rationale for a proposed new or amended licence must be considered:
  - i. What is the customer base being served?
  - ii. Does the proposal serve a new or under-served demand?
  - iii. How will the new or amended licence be an overall benefit to the community?
- b) The potential for negative impacts on the community must be considered.

- iv. What is the potential for the new or amended licence to be a problem to the community?
- v. What is the impact on noise in the vicinity of the establishment?
- vi. What are the potential impacts on neighboring uses, including parking, traffic, and real property impacts?
- vii. What is the impact on public safety, crowd control and the ability to police?
- viii. What is the level of support and level of opposition to the licence by community members?
- ix. What additional measures, if any, does the LLAC recommend to mitigate potential negative impacts?

## 5.0 POLICY FOR HOURS OF LIQUOR SERVICE

Establishment Type	Hours of Liquor Service
Nightclubs	2 p.m. to 2 a.m., Monday – Sunday
Lounges/Pubs Brewery Lounge or Special Event Area Distillery Lounge or Special Event Area Winery Lounge or Special Event Area	9 a.m. to 1 a.m., Monday – Sunday (liquor service between 9 a.m. and 11 a.m. is subject to maintaining a fully operational kitchen and breakfast food service)
Restaurants	9 a.m. to 1 a.m., Monday – Sunday
Event Driven Licensed Establishments Includes conference centres, cultural centres, live event and movie theatres	11 a.m. to 1 a.m., Monday – Sunday (liquor service is event driven only with service hours up to one hour prior to, during and one hour after an event)
Dual licensed establishment: Food primary Liquor primary	9 a.m. to 10 p.m., Monday – Sunday 10 p.m. to 1 a.m., Monday – Sunday
Other business holding a food primary or liquor primary licence but not primarily engaged in food, hospitality, entertainment or beverage service	9 a.m. to 10 p.m., Monday – Sunday (hours of liquor service not to extend beyond the operating hours of the primary business)

- Establishments that have existing hours of service that are beyond the general range for their establishment type are grandparented.
- Establishments that have existing hours of service that are less than the general range for their establishment type are eligible to apply for an extension of hours to the limits of the range.
- Establishments shall be permitted the benefit of 3 a.m. closures on New Year's Eve without application to the Municipality, subject to the signing of a standard Good Neighbour Agreement. This does not apply to other businesses holding a food primary or liquor primary licence but not primarily engaged in food, hospitality, entertainment or beverage service.
- The resort community supports permitting minors in appropriate liquor primary licensed establishments and brewery and distillery lounges and special event areas until 10 p.m. when accompanied by a parent or guardian, provided that applicable provincial licensing requirements are met.

- In some cases it may be to the benefit of the resort community to support temporary extensions of hours beyond those specified by the guidelines above for each establishment type. Proposed extensions are subject to application, with review as prescribed in guidelines as described in Section 11.0 and a review process as shown in Schedule D.

## **6.0 POLICY GUIDELINES FOR NEW OR INCREASED LIQUOR PRIMARY CAPACITY**

Liquor primary licensed establishments, with their focus on beverage service, entertainment or hospitality (as opposed to the service of food), have a high potential for impacts on the community. For this reason applications for new liquor primary establishments or additional capacity to an existing establishment are given a high level of scrutiny. The following criteria will be considered in the review of applications for new or increased liquor primary capacity:

- a) Character of the establishment is compatible with the location.
- b) Proposed additional capacity moves toward an appropriate balance of food primary and liquor primary seats for the area.
- c) Offers a positive contribution to guest experience
- d) Unlikely to contribute to late-night noise or disturbances
- e) An under-served demand in the area
- f) Family-friendly until 10 p.m.
- g) Strong component of food proposed
- h) Patio in key Village Stroll location
- i) The establishment has a history of positive contributions to the community.
- j) The impacts on the community are considered and measures are proposed to mitigate potential negative impacts.
- k) The community supports the proposal.
- l) Consistent with Resort Municipality of Whistler zoning and business regulations

## **7.0 POLICY GUIDELINES FOR OTHER BUSINESSES APPLYING FOR A LIQUOR LICENCE**

Businesses, other than those primarily engaged in beverage service, entertainment or hospitality, are eligible to apply for a liquor primary licence. Further, businesses other than those primarily engaged in the service of food are eligible to apply for a food primary licence. The following criteria will be considered in the review of applications by such businesses for a liquor primary or food primary licence:

- a) The service of liquor and service areas must be complementary and subordinate to the primary business.
- b) Liquor service may be provided only when the primary business is operating, and hours of liquor service may not extend beyond the hours of the primary business.
- c) Access to the business by minors must be considered in the review process.
- d) The impacts on the community are considered and measures are proposed to mitigate potential negative impacts.
- e) The community supports liquor primary licence applications.
- f) Licence holders, managers and those who serve liquor must have LCLB required Serving It Right certification.

## 8.0 POLICY FOR RETAIL SALE OF PACKAGED LIQUOR

Retail Package Liquor Sales are recognized as a significant part of the overall distribution of liquor within the community, and have the potential to significantly impact resort community character and liquor related issues that are of concern to the community. Applications for the Retail Package Liquor Sales shall be considered relative to the guiding principles and review criteria contained herein. All such applications, whether for a new licence, change of size, change of location, or temporary sales location, have been determined to be of high impact and shall be subject to rezoning consideration.

## 9.0 POLICY FOR OCCUPANT LOAD DETERMINATION

This policy applies to permanently licensed establishments and to the service area of other businesses with a liquor licence. It also applies to temporarily licensed indoor facilities.

### A. Definitions for this Policy

**Service Area** (from Liquor Control and Licensing Act, Part 1 Definitions and Interpretation):

*Service Area* means an establishment or event site or that part of an establishment or event site where a licence, permit or authorization allows liquor to be sold, served or consumed;

**Licensed Establishment**

*Licensed Establishment* means a business, such as a restaurant, café, pub, lounge, bar, nightclub, brewery or distillery lounge, conference facility, etc., where liquor may be sold, served or consumed as a normal part of primary purpose of the business.

**Occupant Load** (from Liquor Control and Licensing Regulation, Section 145):

**145** (1) The occupant load for a service area or event site is the lesser of the following:

- (a) The maximum number of persons allowed in the service area or at the event site under building regulations as defined in section 1 of the Building Act;
- (b) The maximum number of persons allowed in the service area or at the event site under the British Columbia Fire Code adopted under the British Columbia Fire Code Regulation;
- (c) The maximum number of persons allowed in the service area or at the event site under other safety requirements enacted, made or established by the local government, first nation or treaty first nation for the area in which the establishment or event site is located.

**Other Business with a Liquor Licence**

*Other Business with a Liquor Licence* means a business, other than a restaurant, café, pub, lounge, bar, nightclub, conference facility, etc., with a liquor licence to permit the sale, service or consumption of liquor as a complement to its primary business.

### B. Plan Drawing Requirements:

1. Plans required: Three 11" x 17" scaled floor plan drawings sealed and signed by architect
2. Content: The plan drawings must satisfy LCLB floor plan requirements and include:
  - All liquor service areas, interior and patio, showing the area of each in m<sup>2</sup>
  - Kitchen, liquor service bars
  - Structural features such full and partial height walls, stairs, planters
  - Furniture layout, tables, chairs
  - Dance floor, stage, DJ booth (if applicable)
  - All entrances and exits, with dimensions
  - Washrooms



- Calculation of total exit width
- Calculation of occupant load of service area(s) using municipal requirements
- Calculation of the total occupant load of the establishment
- Calculation of washroom requirements

### **C. Calculation of Maximum Occupant Load for Service Areas of a Licensed Establishment**

1. The service area of a licensed establishment excludes areas where the public is not expected to enter, such as mechanical rooms, kitchens, storage rooms, offices, behind the service bar, music booths, stages intended for performance, etc. Also excluded are common use areas such as washrooms, corridors and circulation spaces in front of washrooms and exits, where the same occupants as those calculated in the service area are expected to enter.
2. The maximum occupant load of a service area shall be calculated at 1.2 square metres per person for areas with seating and tables and 0.95 square metres per person for standing space. If different occupant load ratios are being applied to different areas, clearly indicate the areas and the ratio being used.
3. The total occupant load of an establishment shall not exceed that determined by the exiting and washroom requirements of the B.C. Building Code, latest edition.

### **D. Calculation of Occupant Load for an Other Business with a Liquor Licence**

When liquor is being sold, served or consumed in a business, other than a restaurant, café, pub, lounge, bar, nightclub, conference facility, etc., the occupant load of the liquor service area shall not exceed that calculated in sections A-C above for a licensed establishment.

## **10.0 POLICY FOR OCCUPANT LOAD FOR TEMPORARY OUTDOOR LICENSED AREAS**

This policy is applicable to temporary events in outdoor or tented areas, including the following:

- Special Event Permit (SEP) licensed and catering licensed events in outdoor venues that do not have a permanent liquor license. This includes fenced open areas and tents (canopy tents and wall tents).
- Temporary Use Area (TUA) licensed area(s) on ski area or golf course property
- Temporary extensions of licensed area to an outdoor area adjacent to an existing licensed patio, provided that exiting and washroom requirements are addressed for entire patio (existing plus extended)
- SEP and catering licensed events held on permanently licensed outdoor patios, which have been temporarily de-licensed for the event
- Temporary changes in capacity to an existing outdoor patio

This policy is not applicable to:

- Any indoor area
- Permanent new or amended liquor licenses, for either indoor or outdoor licensed areas
- Temporary changes to indoor areas of existing licenses
- SEP or catering licensed events in indoor venues

### **Policy for Occupant Load for Temporary Outdoor Licensed Venues**

The determination of occupant load for permanent and temporary facilities is the responsibility of Whistler Fire Rescue Service (WFRS). Some temporarily licensed venues will have a pre-determined occupant load, while others venues must receive an occupant load stamp on the plan drawing for the event. The maximum occupant load is the **lesser** of the number of persons calculated below:

1. Usable floor area (m<sup>2</sup>) ÷ the appropriate figure from Table A
2. Total exit width (mm) ÷ the appropriate figure from Table B

**Table A**

	Type of Outdoor or Tented Area	Area per Person m <sup>2</sup>
(a)	Space with non-fixed seats and tables	1.20
(b)	Space with non-fixed seats	0.75
(c)	Space for Standing	0.60
(d)	Stadium or Grandstand	0.60

**Table B**

	Type of Exit	Exit Width per Person mm
(a)	Ramps with a slope not more than 1 in 8, doorways, corridors and passageways	6.1
(b)	Stairs consisting of steps whose rise is not more than 180 mm and whose run is not less than 280 mm	8.0
(c)	Ramps with a slope more than 1 in 8	9.2
(d)	Stairs, other than stairs conforming to (b)	9.2

**Example:**

A 30 m x 25 m area at Whistler Olympic Plaza is to be used for a beer garden. There are four 3.0 m wide exits, one of which is at the top of a stairway. The area includes three 10' x 10' tents, with tables and chairs. The area also includes a 20' x 20' bar and food service area where patrons are not permitted. See sketch below.

Calculation

Gross area: 30 m x 25 m = 750 m<sup>2</sup>

Tent area: 3 x (10' x 10') = 300 ft<sup>2</sup> = 27.9 m<sup>2</sup>

Bar area: 20' x 20' = 400 ft<sup>2</sup> = 37.2 m<sup>2</sup>

From Table A:

Net open area = Gross area – tent area – bar area = 750 – 27.9 – 37.2 = 684.9 m<sup>2</sup>

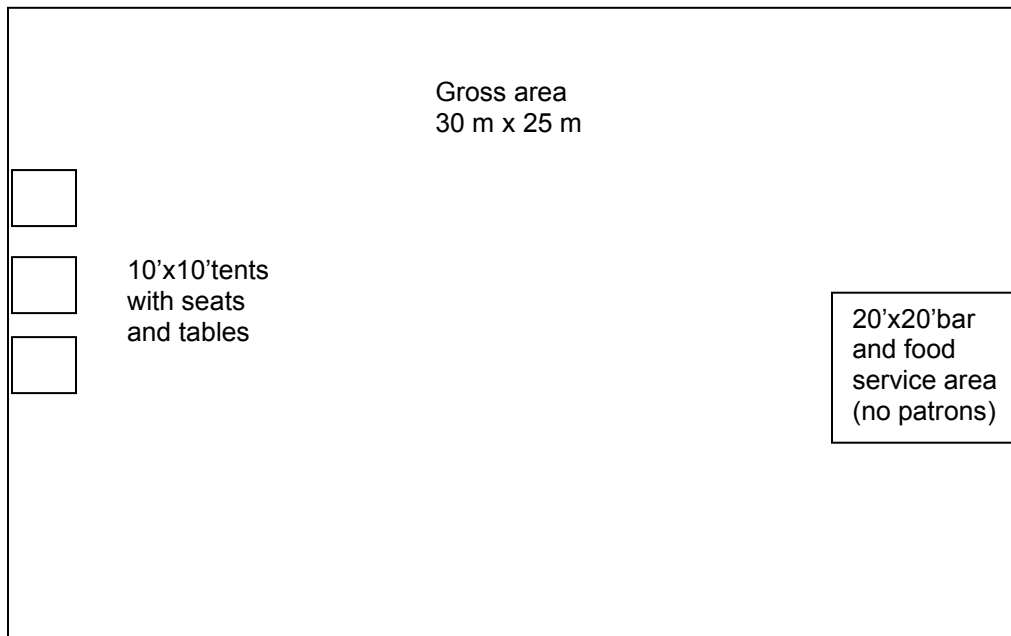
Occupant load of open area = 684.9 ÷ 0.60 m<sup>2</sup>/person = 1,141.5 persons

Occupant load of tents = 27.9 m<sup>2</sup> ÷ 1.20 m<sup>2</sup>/person = 23.2 persons

Total occupant load = 1,141.5 + 23.2 = 1164.7 => 1,164 persons\*

From Table B: ((3 x 3000 mm) ÷ 6.1 mm/person) + (1 x 3000 mm) ÷ 8.0 mm/person  
= 1,475 + 375  
= 1,850 persons

As occupant load is determined based on the **lesser** of Table A and Table B, the approved occupant load would be 1164 persons. (\* WFRS policy is to round down to the nearest whole number of persons, e.g. a calculation of 43.8 persons gives an occupant load of 43 persons.)



## 11.0 POLICY FOR TEMPORARY EXTENSION OF CLOSING HOURS

The LCLB allows licensed establishments to temporarily extend their closing hours, provided that the change is supported by local government. It is the intent of this policy to clarify the circumstances when temporary extensions of closing hours will be supported by the Resort Municipality of Whistler. The temporary extension of closing hours guidelines and policies that follow are intended to enable successful special events while minimizing negative impacts on the resort community.

### A. Guiding Principles

The LLAC has developed the following guiding principles relevant to applications for temporary extensions of closing hours:

1. Temporary extensions of hours provide an opportunity for the food and beverage sector, local government and enforcement agencies to work together to enable memorable visitor experiences while maintaining order and respecting the rights of other residents and visitors.
2. The health, safety and enjoyment of Whistler visitors and residents will be considered in temporary licensing decisions. Specifically, the potential for late night noise and disturbances will be given particular consideration.
3. Festivals and special events can produce measurable improvements in resort indicators such as visitor numbers, length of stay, repeat visitation and visitor satisfaction. The appropriate provision of liquor service can enhance the overall food and beverage experience of an event. Proposals for temporary extensions of closing hours will especially be considered for events in direct support of a resort-wide festival such as Cornucopia, Whistler Film Festival, Whistler Pride and Ski Festival, World Ski & Snowboard Festival, Crankworx Festival or other resort-wide festivals or events.
4. Proposals must demonstrate benefit to the resort community, not just a single business.
5. Noise impacts on visitors staying in accommodation units are a major concern for any proposal for extension of closing hours. Factors that will be considered in the

evaluation of potential noise impacts include: time of year (doors and windows are more likely to be open in summer), availability of policing resources, the availability of late night transportation, the location and capacity of the establishment, and expectations of anticipated visitors.

6. The ability to police and associated costs will be considered in temporary licensing decisions. (Staggering of closing hours is a strategy utilized by the RCMP in managing patrons leaving establishments; any significant change in the number and location of exiting patrons may require special consideration) The availability of policing resources may limit the dates when extensions of closing hours will be considered (in general more policing resources are available on weekends). Additional policing costs may be payable by the applicant.
7. Proposals should consider the late night transportation needs of patrons.
8. Policing, transportation availability, total person capacity and noise concerns may limit the number of establishments permitted to extend closing hours on the same night.
9. Establishments must be in Good Standing and have signed a Good Neighbour Agreement.
10. Any extension of hours past 2 a.m. must be approved by Council.
11. Consistency and fairness are important considerations in licensing decisions.
12. The ability to respond to applications in a timely manner will support the ability of the resort community to attract and host special events and conference business having special venue and licensing requirements.

#### **B. Evaluation Guidelines for Applications**

All applications for extended hours of liquor service will be evaluated in accordance with the following guidelines:

1. Consideration will be given to proposals which:
  - Provide unique and critical benefit to a recognized festival or event,
  - Provide incremental room nights,
  - Offer exceptional entertainment,
  - Provide positive media attention,
  - Cater to a favourable audience demographic,
  - Cater to a significant corporate group,
  - Provide a charitable benefit, provide benefit to multiple business sectors, or
  - Provide another substantial benefit to the resort community.
2. Proposals must address measures to mitigate the potential negative impacts of noise from the establishment (indoor and patio areas) and noise from dispersing patrons.
3. Applicants may be required to pay for additional policing costs, if any, associated with the extended closing hours.
4. Applicants may be required to submit plans for approval by the Municipality that address the incremental late night transportation needs, if any, associated with the extended closing hours.

#### **C. Policy for Temporary Extensions of Closing Hours Past 2 a.m.**

The Municipality does not support extensions of closing hours for licensed establishments past 2 a.m., except for specific dates/events established by policy or for proposals that are determined by Council to generate exceptional benefits to the resort community and do not have any unacceptable negative impacts on the community or the resort. The guidelines of Section B will be used for the evaluation of proposals.

Specific dates/events exceptions established by this policy are:

1. December 31st, New Year's Eve – all licensed establishments are permitted closing to 3 a.m. without application to the Municipality, subject to the signing of a standard Good Neighbour Agreement
2. Whistler Pride and Ski Festival event at Whistler Conference Centre – permitted closing to 4 a.m. for a single weekend night event, subject to annual review, Council approval, plans approved by the Municipality for the mitigation of potential negative impacts and the Conference Centre being in Good Standing
3. World Ski & Snowboard Festival event at Whistler Conference Centre – permitted closing to 4 a.m. for a single weekend night event, subject to annual review, Council approval, plans approved by the Municipality for the mitigation of potential negative impacts and the Conference Centre being in Good Standing
4. Cornucopia Festival event at Listel Hotel – permitted closing to 4 a.m. for a single weekend night event, subject to annual review, Council approval, plans approved by the Municipality for the mitigation of potential negative impacts and the applicant being in Good Standing

#### **D. Policy for Temporary Extensions of Closing Hours up to 2 a.m.**

The Municipality will consider extensions of closing hours to 2 a.m. for proposals that generate substantial benefits to the resort community and do not have any unacceptable negative impacts on the community or the resort. The guidelines of Section B will be used for the evaluation of proposals.

### **12.0 GOOD STANDING REQUIREMENT AND REVIEW PROCESS**

The Resort Municipality of Whistler liquor licence application review process takes into consideration the compliance and enforcement history of the licensee and operator of the establishment. In order for the Municipality to give consideration to an application requesting a temporary or a permanent change to a licence the applicant must be in "Good Standing" with respect to the compliance and enforcement history of the establishment. This is determined as follows:

#### **A. Guidelines for Determining Good Standing**

1. The determination of "Good Standing" is based primarily on the Compliance History and the number and severity of any contraventions and enforcement action. Consideration will also be given to the applicant's previous history and any corrective measures that have been undertaken and/or are proposed.
2. The severity of any contraventions of the Liquor Control and Licensing Act and regulations will be considered by reference to the Classification of Contraventions (see part C below), where contraventions of Public Safety are most severe, followed by contraventions of the Public Interest and then contraventions of Licensing or Administration. Weight will also be given to whether contraventions have resulted in an Enforcement Action by the LCLB.

#### **B. Good Standing Review Procedure**

1. Resort Experience Department makes request to the local Liquor Inspector, Liquor Control and Licensing Branch (LCLB), for a written list of any contraventions and their disposition for the 12-month period preceding the date of the application and any other comments considered to be relevant.

2. Resort Experience Department makes request to RCMP for a written list of any contraventions of a Provincial Statute or the Criminal Code/Federal Statute and their disposition for the 12-month period preceding the date of the application and any other comments considered to be relevant.
3. Resort Experience Department makes request to Bylaw Services, Building Services and Fire Services for a written list of any contraventions and their disposition for the 12-month period preceding the date of the application and any other comments considered to be relevant.
4. Resort Experience Department receives the foregoing information from the Liquor Inspector, the RCMP and Bylaw, Building and Fire Services. Collectively this information becomes the "Compliance History".
5. Resort Experience Department forwards the Compliance History to the Whistler RCMP Staff Sergeant, and retains a copy for the application file. A copy of the Compliance History is also provided to the applicant.
6. The applicant is provided the opportunity to meet with the RCMP Staff Sergeant or designee (or representatives of Bylaw, Building and Fire Services) to review the Compliance History and agree to any corrective measures that may be determined.
7. The Whistler RCMP Staff Sergeant or designee prepares a written recommendation as to whether or not the applicant Compliance History is in "Good Standing". This report is provided to the Resort Experience Department and the applicant. If the applicant is in "Good Standing" the licence application proceeds through the review process.
8. If the RCMP recommends that the applicant is not in Good Standing the applicant is provided the opportunity to voluntarily withhold the licence application or to appeal the RCMP recommendation to Municipal Council.
9. If the applicant chooses to appeal the RCMP recommendation to Council the applicant is required to submit a written appeal to the Resort Experience Department within 30 days, with a copy forwarded to the RCMP.
10. The Resort Experience Department prepares an Information Report to Council that presents the Compliance History, the RCMP written recommendation and the applicant appeal. No recommendation is made by the Resort Experience Department.
11. The appeal is placed on the agenda of the next regular meeting of Council for its consideration. The applicant is requested to attend this meeting for an opportunity to speak and address any questions that may arise from Council.
12. Council makes its determination. If Council determines that the applicant is not in "Good Standing" Council directs the Resort Experience Department to prepare a resolution to the LCLB to not support the licence application based on the compliance and enforcement history of the applicant. If Council determines that the applicant is in "Good Standing" Council directs the Resort Experience Department to proceed with further processing of the licence application.

### **C. Classification of Contraventions**

#### **Public Safety:**

- Minors
- Intoxicated Patrons
- Overcrowding
- Community Disturbances
- Operating Outside of Licence Purpose
- Gambling

- Disorderly or Riotous Conduct
- Weapons
- Sales Strategy/Liquor Prices/Quantities that Encourage Intoxication
- Selling or Serving Liquor While Suspended
- Failing to Admit Police or Liquor Inspectors Entry to Inspect
- Unauthorized Structural Alteration (if public safety is affected)

Public Interest:

- Failure to Clear Patrons 1/2 Hour After Closing [Liquor-Primary]
- Failure to Clear Liquor 1/2 Hour After Liquor Service Hours [Food-Primary]
- Allow to Consume Liquor 1/2 Hour After Closing [Liquor-Primary]
- Employee or Licensee Consuming Liquor
- Liquor Not Purchased at Establishment being Consumed in Establishment
- Permit Liquor to be Removed from Establishment
- Prohibited Entertainment by Exotic Dancers/Strippers
- Failure to Ensure that Liquor is not Kept, Offered or Produced for Sale [Ubrew/Uvin]
- Failure to Disclose Material Fact or False Statement on Application

Licensing and Administration:

- Failure to Complete Serving It Right Training Program
- Production of Records
- Illicit Liquor
- Advertising
- Restricted or Prohibited Entertainment [other than Exotic]
- Share Transfer Without Approval
- Fail to Ensure Customer Performs Listed Tasks [Ubrew/Uvin]
- All other Regs. for Ubrew/Uvin Operations
- Failure to Pay Monetary Penalty
- All other Breaches of the Act or Regulations not Specifically Covered
- Trade Practices
- Tied House Failure to Disclose Information
- Inducements

### **13.0 MUNICIPAL REVIEW PROCESS BY APPLICATION TYPE**

The Resort Municipality of Whistler has a role in the review and processing of many different types of liquor licence applications, based on provincial regulations and potential impacts on the community. The charts of Schedules A – F show the municipal review process, timeline and municipal fee for the various application types. The following is a list of the application types included in each Schedule:

Schedule A: Permanent Liquor Licence Applications with High Potential for Impacts

- New or relocated liquor primary licence
- New brewery, distillery or winery lounge and/or special event area
- New Temporary Use Area endorsement for ski hill or golf course
- Permanent (structural) change to liquor primary licence (may include change in hours of sale)
- Permanent (structural) change to brewery, distillery or winery lounge or special event area (may include change in hours of sale)
- Change to existing Temporary Use Area endorsement to add a new area or increase capacity of an existing area

- New or relocated food primary licence with hours of sale past midnight and/or patron participation entertainment
- Permanent change to food primary licence to add patron participation entertainment (may also include change in hours of sale past midnight)

Schedule B: Permanent Liquor Licence Applications with Medium Potential for Impacts

- Permanent change to liquor primary licence hours of sale
- Permanent change to food primary licence hours of sale past midnight

Schedule C: Permanent Liquor Licence Applications with Low Potential for Impacts

- New food primary licence with hours up to midnight and no patron participation entertainment
- Permanent (structural) change to food primary licence to add new licensed interior or patio area and/or increase in interior or patio capacity
- Occupant load stamp for an existing licensed establishment – not related to one of the above application types

Schedule D: Temporary Change to an Existing Licence

Schedule E: Special Event Permit (SEP and Catering Licensed Events

Schedule F: Temporary Use Area (TUA) Licensed Events

Certified Correct:

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Laurie Anne Schimek  
Corporate Officer



SECTION 13.0 OF COUNCIL POLICY G-17 – MUNICIPAL REVIEW PROCESS BY APPLICATION TYPE

Schedule A – Permanent Liquor Licence Applications with High Potential for Impacts

Application Type and Fee	Application Submission	Municipal Review	Public Input	LLAC Review	Council Review	Recommendation to LCLB
<p>New or relocated* liquor primary licence: \$2,000</p> <p>New brewery, distillery or winery lounge or special event area: \$2,000</p> <p>New Temporary Use Area endorsement for ski hill or golf course: \$2,000</p> <p>Permanent (structural) change to liquor primary licence (may also include change in hours of sale): \$1,500</p> <ul style="list-style-type: none"><li>– New interior area or increase in capacity of existing interior area</li><li>– New patio area or increase in capacity of existing patio area</li></ul> <p>Permanent (structural) change to brewery, distillery or winery lounge or special event area(may also include change in hours of sale): \$1,500</p> <p>Change to Temporary Use Area endorsement to add a new area or increase capacity of an existing area: \$1,500</p> <p>New or relocated* food primary licence:</p> <ul style="list-style-type: none"><li>– With hours of sale past midnight only: \$1,300</li><li>– With patron participation entertainment (may also include hours of sale past midnight): \$1,500</li></ul> <p>Permanent change to food primary licence to add patron participation entertainment (may also include change in hours of sale past midnight): \$1,300</p>	<div><ul style="list-style-type: none"><li>• Submit municipal application (including required documents) and fee</li><li>• Include copy of LCLB application</li><li>• Include plan drawing with proposed occupant load</li><li>• Applicant must be signatory to a Good Neighbour Agreement</li></ul></div>	<div><ul style="list-style-type: none"><li>• Review application for compliance with municipal policy and impacts on the community</li><li>• Good standing review (applicant must be in good standing based on compliance history to be considered – not applicable to new licences)</li><li>• Floor plan review by Building and Fire departments for code compliance and occupant load stamp</li><li>• Return plan to applicant</li></ul></div>	<div><ul style="list-style-type: none"><li>• Public Notification (two consecutive newspaper ads, site sign for 30 days)</li><li>• LLAC and/or Council public hearing may be required in exceptional circumstances</li></ul></div>	<div><ul style="list-style-type: none"><li>• E-mail referral to LLAC members for comment (2 weeks)</li><li>• Staff considers LLAC member comments and prepares report for presentation at LLAC meeting</li><li>• LLAC members vote on recommendation to Council (meeting minutes included in report to Council)</li></ul></div>	<div><ul style="list-style-type: none"><li>• Staff considers LLAC recommendation and prepares report with a resolution addressing LCLB prescribed criteria and a licence recommendation for consideration by Council</li><li>• Council votes on resolution to LCLB</li></ul></div> <div><p><b>Note: The municipal Consolidated Business Regulation Bylaw No. 739, 1989 requires Council approval for any increase in capacity of a liquor primary licensed establishment</b></p></div> <div><p><b>Municipal Processing Time</b></p><ul style="list-style-type: none"><li>• 90 days from receipt of application</li><li>• 180 days if rezoning required</li></ul></div> <div><p><b>Additional Municipal Requirements and Fees</b></p><ul style="list-style-type: none"><li>• If a Council public hearing is required, there is an additional fee of \$1,200, plus the cost of legal, advertising and notification.</li><li>• Additional fees if further public consultation is required</li><li>• Additional fees if rezoning required</li><li>• In some cases a Development Permit may be required. Contact municipal Planning Department.</li></ul></div>	<div><ul style="list-style-type: none"><li>• Staff letter to LCLB with resolution from Council</li><li>• LCLB will approve (or reject) new licence or licence amendment</li></ul></div>

\* If an establishment is to be relocated in the same building, then the application is considered to be a permanent (structural) change to a food or liquor primary licence with a new licensed area.

SECTION 13.0 OF COUNCIL POLICY G-17 – MUNICIPAL REVIEW PROCESS BY APPLICATION TYPE

Schedule B – Permanent Liquor Licence Applications with Medium Potential for Impacts

Application Type and Fee	Application Submission	Municipal Review	Public Input	LLAC Review	Council Review	Recommendation to LCLB
<div>Permanent change to liquor primary licence hours of sale: \$900</div> <div>Permanent change to food primary licence hours of sale past midnight: \$900</div>	<div><ul style="list-style-type: none"><li>Submit municipal application (including required documents) and fee</li><li>Include copy of LCLB application</li><li>Include plan drawing with proposed occupant load</li><li>Applicant must be signatory to a Good Neighbour Agreement</li></ul></div>	<div><ul style="list-style-type: none"><li>Review application for compliance with municipal policy and impacts on the community</li><li>Good standing review (applicant must be in good standing based on compliance history to be considered)</li><li>Floor plan review by Building and Fire departments for code compliance and occupant load stamp (for applications for a change to licensed area)</li><li>Return plan to applicant</li></ul></div>	<div><ul style="list-style-type: none"><li>Public Notification (two consecutive newspaper ads, site sign for 30 days)</li><li>LLAC and/or Council public hearing may be required in exceptional circumstances</li></ul></div>	<div><ul style="list-style-type: none"><li>E-mail referral to LLAC members for comment (2 weeks)</li></ul></div>	<div><ul style="list-style-type: none"><li>Staff considers LLAC recommendation and prepares report with a resolution addressing LCLB prescribed criteria and a licence recommendation for consideration by Council</li><li>Council votes on resolution to LCLB</li></ul></div> <div><div>Municipal Processing Time<ul style="list-style-type: none"><li>60 days from receipt of application</li><li>180 days if rezoning required</li></ul></div><div><div>Additional Municipal Requirements and Fees<ul style="list-style-type: none"><li>If a Council public hearing is required, there is an additional fee of \$1,200, plus the cost of legal, advertising and notification.</li><li>Additional fees if further public consultation is required</li><li>Additional fees if rezoning required</li><li>In some cases a Development Permit may be required. Contact municipal Planning Department.</li></ul></div></div></div>	<div><ul style="list-style-type: none"><li>Staff letter to LCLB with resolution from Council</li><li>LCLB will approve (or reject) licence amendment</li></ul></div>

SECTION 13.0 OF COUNCIL POLICY G-17 – MUNICIPAL REVIEW PROCESS BY APPLICATION TYPE

Schedule C – Permanent Liquor Licence Applications with Low Potential for Impacts

Application Type and Fee	Application Submission	Municipal Review	Public Input	LLAC Review	Council Review	Recommendation to LCLB
<p>New basic food primary licence: hours of sale up to midnight and no patron participation entertainment (\$350)</p> <p>Permanent (structural) change to food primary licence: \$350</p> <ul style="list-style-type: none"><li>– New interior area or increase in capacity of existing interior area</li><li>– New patio area or increase in capacity of existing patio area</li></ul> <p>Occupant load stamp for an existing licensed establishment – not related to one of the above application types. Plan drawings and occupant load calculation must comply with the requirements of Section 9.0 of this policy: (\$200)</p>	<div><ul style="list-style-type: none"><li>• Submit municipal application (including required documents) and fee</li><li>• Include copy of LCLB application</li><li>• For a change in licensed area submit plan drawing with proposed occupant load</li><li>• Applicant must be signatory to a Good Neighbour Agreement</li></ul></div>	<div><ul style="list-style-type: none"><li>• Floor plan review by Building and Fire departments for code compliance and occupant load stamp (for applications for a change to licensed area)</li><li>• Return plan to applicant</li></ul></div>			<div><div><b>Municipal Processing Time</b><ul style="list-style-type: none"><li>• 14 days from receipt of application</li></ul></div><div><b>Additional Municipal Requirements and Fees</b><ul style="list-style-type: none"><li>• If a Council public hearing is required, there is an additional fee of \$1,200, plus the cost of legal, advertising and notification.</li><li>• Additional fees if further public consultation is required</li><li>• Additional fees if rezoning required</li><li>• In some cases a Development Permit may be required. Contact municipal Planning Department.</li></ul></div></div>	

SECTION 13.0 OF COUNCIL POLICY G-17 – MUNICIPAL REVIEW PROCESS BY APPLICATION TYPE

Schedule D – Temporary Change to an Existing Licence

Application Type and Fee	Application Submission	Municipal Review	Public Input	LLAC Review	Council Review	Recommendation to LCLB
<p>Food primary or liquor primary hours of sale past 2 a.m. (\$540)</p> <p>Brewery, distillery or winery lounge or special event area hours of sale past 2 a.m. (\$540)</p> <p>Liquor primary extension of licensed area or change in location for 500 or more people (\$540)</p> <p>Food primary extension of licensed area or change in location for 500 or more people (\$540)</p>	<div><ul style="list-style-type: none"><li>Submit municipal application (including required documents) and fee</li><li>Include copy of LCLB application</li><li>For a temporary change in licensed area submit plan drawing with proposed occupant load</li><li>Applicant must be signatory to a Good Neighbour Agreement</li></ul></div>	<div><ul style="list-style-type: none"><li>Review application for compliance with municipal policy and impacts on the community</li><li>Good standing review (applicant must be in good standing based on compliance history to be considered)</li><li>Fire Department to stamp plan drawing for occupant load (for applications for a change to licensed area)</li><li>Return plan to applicant</li></ul></div>		<div><ul style="list-style-type: none"><li>E-mail referral to LLAC members for comment (1 week)</li></ul></div>	<div><ul style="list-style-type: none"><li>Staff considers LLAC member comments and prepares report with resolution for Council consideration</li><li>Council votes on staff recommendation</li></ul></div> <div><p><b>Municipal Processing Time</b></p><ul style="list-style-type: none"><li>90 days from receipt of application</li></ul></div>	<div><ul style="list-style-type: none"><li>Staff signs LCLB temporary change application and returns to applicant</li><li>LCLB will approve (or reject) the licensing for the event</li></ul></div>
<p>Liquor primary hours of sale up to 2 a.m. (\$240)</p> <p>Food primary hours of sale past midnight up to 2 a.m. (\$240)</p> <p>Brewery, distillery or winery lounge and or special event area hours of sale up to 2 a.m. (\$240)</p> <p>Food primary patron participation entertainment (\$240)</p> <p>Liquor primary extension of licensed area or change in location for fewer than 500 people (\$240)</p> <p>Food primary extension of licensed area or change in location for fewer than 500 people (\$240)</p> <p>Brewery, distillery or winery lounge or special event area extension of licensed area for fewer than 500 people (\$240)</p>	<div><ul style="list-style-type: none"><li>Submit municipal application (including required documents) and fee</li><li>Include copy of LCLB application</li><li>For a change in licensed area submit plan drawing with proposed occupant load</li><li>Applicant must be signatory to a Good Neighbour Agreement</li></ul></div>	<div><ul style="list-style-type: none"><li>Review application for compliance with municipal policy and impacts on the community</li><li>Good standing review (applicant must be in good standing based on compliance history to be considered)</li><li>Fire Department to stamp plan drawing for occupant load (for applications for a change to licensed area)</li><li>Return plan to applicant</li></ul></div>		<div><ul style="list-style-type: none"><li>E-mail referral to LLAC members for comment (1 week)</li></ul></div>	<div><p><b>Municipal Processing Time</b></p><ul style="list-style-type: none"><li>14 days from receipt of application</li></ul></div>	<div><ul style="list-style-type: none"><li>The General Manager of Resort Experience (or designate) considers LLAC comments, prepares comments for LCLB temporary change application and returns to applicant</li><li>LCLB will approve (or reject) the licensing for the event</li></ul></div>

SECTION 13.0 OF COUNCIL POLICY G-17 – MUNICIPAL REVIEW PROCESS BY APPLICATION TYPE

Schedule E – Special Event Permit (SEP) and Catering Licensed Events

Application Type and Fee	Application Submission	Municipal Review	Public Input	LLAC Review	Council Review	Recommendation to LCLB
SEP or catering licensed event with hours of sale past 2 a.m. (\$540)  Outdoor SEP or catering licensed event for 500 or more people (\$540)  Indoor SEP or catering licensed event for 500 or more people in normally unlicensed venue (\$540)	<div><ul style="list-style-type: none"><li>• Submit on-line application to LCLB</li><li>• Submit municipal application (including required documents) and fee</li><li>• Include a description of the benefits to the resort community and plans for mitigation of potential negative impacts</li><li>• Submit plan drawing with proposed occupant load unless venue has permanent licence</li></ul></div>	<div><ul style="list-style-type: none"><li>• Review application for compliance with municipal policy and impacts on the community</li><li>• Fire Department to stamp plan drawing for occupant load</li><li>• Return plan to applicant</li><li>• RCMP may impose conditions on licence</li></ul></div>		<div><ul style="list-style-type: none"><li>• E-mail referral to LLAC members for comment (1 week)</li></ul></div>	<div><ul style="list-style-type: none"><li>• Staff considers LLAC member comments and prepares report with resolution for Council consideration</li><li>• Council votes on staff recommendation</li></ul></div> <div><b>Municipal Processing Time</b><ul style="list-style-type: none"><li>• For liquor sale past 2 a.m. – 90 days from receipt of application</li><li>• For other applications – 40 days from receipt of application</li></ul></div>	<div><ul style="list-style-type: none"><li>• Staff provides written comments to applicant and to LCLB</li><li>• LCLB will approve (or reject) the licensing for the event</li></ul></div>
Outdoor SEP or catering licensed event past 10 p.m. (no fee)	<div><ul style="list-style-type: none"><li>• Submit on-line application to LCLB</li><li>• Applicant to notify RCMP and RMOW a minimum of 21 days in advance</li><li>• Include a description of plans for mitigation of potential negative impacts</li><li>• Submit plan drawing with proposed occupant load</li></ul></div>	<div><ul style="list-style-type: none"><li>• Review application for impacts on community. The General Manager of Resort Experience (or designate) will accept or reject outdoor hours past 10 p.m.</li><li>• Fire Department to stamp plan drawing for occupant load</li><li>• Return plan to applicant</li><li>• RCMP may impose conditions on licence</li></ul></div>			<div><b>Municipal Processing Time</b><ul style="list-style-type: none"><li>• 14 days from receipt of application</li></ul></div>	
SEP or catering licensed event for fewer than 500 people in normally unlicensed venue (no fee)	<div><ul style="list-style-type: none"><li>• Submit on-line application to LCLB</li><li>• Submit plan drawing with proposed occupant load</li></ul></div>	<div><ul style="list-style-type: none"><li>• Fire Department to stamp plan drawing for occupant load</li><li>• Return plan to applicant</li><li>• RCMP may impose conditions on licence</li></ul></div>			<div><b>Municipal Processing Time</b><ul style="list-style-type: none"><li>• 14 days from receipt of application</li></ul></div>	
SEP or catering licensed event with hours of sale up to 2 a.m. in normally licensed venue that has de-licensed (no fee)	<div><ul style="list-style-type: none"><li>• Submit on-line application to LCLB</li></ul></div>	<div><ul style="list-style-type: none"><li>• RCMP may impose conditions on licence</li></ul></div>			<div><b>Municipal Processing Time</b><ul style="list-style-type: none"><li>• 14 days from receipt of application</li></ul></div>	

Note: If the application is for an event at a RMOW facility or property, the applicant must have an approved municipal Rental Contract.

SECTION 13.0 OF COUNCIL POLICY G-17 – MUNICIPAL REVIEW PROCESS BY APPLICATION TYPE

Schedule F – Temporary Use Area (TUA) Licensed Events

Application Type and Fee	Application Submission	Municipal Review	Public Input	LLAC Review	Council Review	Recommendation to LCLB
“Urban” TUA event for 500 or more people (\$540)	<div><ul style="list-style-type: none"><li>Submit a description of the event (number of guests, hours, entertainment, guest transportation plans, security measures, etc.) and plans for mitigation of potential negative impacts on the community</li><li>Submit plan drawing with proposed occupant load</li></ul></div>	<div><ul style="list-style-type: none"><li>Review application for impacts on community</li><li>Fire Department to stamp plan drawing for occupant load</li><li>Return plan to applicant</li></ul></div>		<div><ul style="list-style-type: none"><li>E-mail referral to LLAC members for comment (1 week)</li></ul></div>	<div><ul style="list-style-type: none"><li>Staff considers LLAC member comments and prepares report with resolution for Council consideration</li><li>Council votes on staff recommendation</li></ul></div>	<div><ul style="list-style-type: none"><li>Staff provides written comments to applicant and to LCLB</li><li>LCLB will approve (or reject) the licensing for the event</li></ul></div>
<div><div>Municipal Processing Time</div><ul style="list-style-type: none"><li>40 days from receipt of application</li></ul></div>						
“Urban” TUA event for fewer than 500 people (no fee)	<div><ul style="list-style-type: none"><li>Submit a description of the event (number of guests, hours, entertainment, guest transportation plans, security measures, etc.) and plans for mitigation of potential negative impacts on the community</li><li>Submit plan drawing with proposed occupant load</li></ul></div>	<div><ul style="list-style-type: none"><li>Review application for impacts on community and respond to applicant, if needed</li><li>Fire Department to stamp plan drawing for occupant load</li><li>Return plan to applicant</li></ul></div>				
<div><div>Municipal Notification Time</div><ul style="list-style-type: none"><li>Notify RCMP and RMOW a minimum of 7 days in advance</li></ul></div>						
“Remote” TUA event <ul style="list-style-type: none"><li>Fewer than 500 people: no notification required (no fee)</li><li>500 or more but fewer than 1,000 people: notify RCMP 21 days in advance (no fee)</li><li>1,000 or more people: notify RCMP/RMOW 4-6 weeks in advance (no fee)</li></ul>	<div><ul style="list-style-type: none"><li>Licence holder to submit plan drawing of each unique venue for occupant load stamp</li></ul></div>	<div><ul style="list-style-type: none"><li>Fire Department to stamp plan drawing for occupant load</li><li>Return plan to applicant</li></ul></div>				
<div><div>Municipal Notification Time</div><ul style="list-style-type: none"><li>See notification requirements in first column</li></ul></div>						

Whistler Blackcomb Temporary Use Area Locations

“Urban” Locations

Whistler Mountain	W1 – Creekside World Cup Plaza	W5 – Boneyard at bottom of Bike Park
Blackcomb Mountain	B5 – Tube Park	B6 – Base 2 Parking Lot 6

“Remote Locations”

Whistler Mountain	W2 – Whistler Peak Chair Flats	W3 – Top of Harmony Lift	W4 – Bottom of Harmony Lift	W6 – Roundhouse Lodge and Peak to Peak
Blackcomb Mountain	B1 – Blackcomb Glacier	B2 – Glacier Creek Lodge	B3 – Rendezvous Flats and Peak to Peak	B4 – Blackcomb Super Pipe

## Minutes of April 13, 2017 LLAC Meeting (Relevant Excerpts)

### **File No 8292.03 – Amendments to Council Policy G-17, Municipal Liquor Licensing Policy**

Frank Savage presented to the LLAC the proposed amendments to Council Policy G-17, *Municipal Liquor Licensing Policy*:

#### **Council Policy G-17**

- Council Policy G-17 defines the role of Council and that of the LLAC and is the guiding document for liquor licensing and policy matters for the community.
- The municipal policy was last updated in 2013 and during this period there has been significant changes to provincial liquor policy.
- Both Council and the LLAC have been regularly updated on the implementation of provincial liquor policy changes.
- The majority of the provincial policy changes have been implemented and it is now time to update the municipal liquor policy.
- There are now two new types of liquor licence applications that may be received:
  - Applications for a dual licence (both a food primary licence and a liquor primary licence)
  - Applications from other types of businesses for a food primary licence or a liquor primary licence
- The new licences could result in an increase in applications for more liquor primary seats and new policy is needed to be able to manage such potential capacity increases.
- At the March 9th LLAC Meeting, the guiding principles for licensing decisions (Section 3.0) were discussed and were then presented at the Committee of The Whole on March 21st.
- As a result of staff review, there were changes incorporated into several of the Guiding Principles of Section 3.0. The revised wording maintained the intent of decision making framework and was satisfactory to LLAC members.
- There was a discussion about Section 5.0 Policy for Hours of Liquor Service regarding hours of service for movie theatres. It was agreed that staff would review the policy for hours of service for event-driven liquor primary licences.
- There was a discussion of Section 10.0 Policy for Occupant Load for Temporary Outdoor Licensed Events and its applicability to temporarily licensed events on existing patios. It was decided to retain the wording of existing Council Policy G-17, Schedule 3.
- There was discussion of the format of the charts of Section 13.0 and the intent of making the application review process more readable for the applicants. In addition, new language was added to reflect the application type in terms of high, medium and low potential impacts to the community. It was suggested that the policy include potential applications for winery lounges, in addition to brewery and distillery lounges.
- Section 13.0, Schedule C includes a provision for a process and fee in the event that an existing licensed establishment requests an occupant load stamp not related to another application type.
- Section 13.0, Schedule D: Temporary Changes to an Existing Licence will require Council approval and a fee if an existing establishment wants a temporary extension of licensed area for more than 500 people. This would be similar to the requirement for other large temporarily licensed events.
- Section 13.0, Schedule F: Temporary Use Area (TUA) will impose a fee on TUA events with more than 500 people, similar to the one charged for large Special Event Permit and catering licensed events.

### **Liquor Licence Application Processing Fee Bylaw No. 2035, 2013:**

- Existing bylaw must be amended to match the fees in the amended Council Policy G-17
- A new fee bylaw will be submitted for adoption by Council once the amended liquor policy is adopted

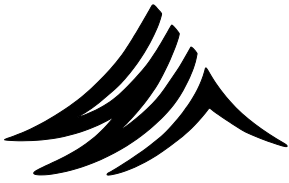
### **LLAC Member Questions and Comments:**

- Q: Can exotic dancing and gaming be allowed if alcohol isn't being served?  
A: The existing two bylaws refer only to licensed establishments
- Q: Is there a clear definition of exotic dancing?  
A: The definition is in the Exotic Dancing Control Bylaw No. 1408, 1999.
- Q: What is considered gaming?  
A: A definition is in the Business Regulation Bylaw
- Q: If no one from the public comes forward against a liquor licence application proposal, does that mean the community is in support?  
A: Municipal policy allows for a 30-day public notification period with two newspaper ads and a sign at the site. If there are no written comments submitted during that period, then it is concluded that there is not opposition to the application and that the community supports it.
- Q: If a business is licensed liquor primary, why must it be family friendly?  
A: Municipal staff and Council support having a range of food and beverage establishments, including pubs and lounges, which will provide food service to families with minors until 10 p.m. The choice to permit minors into a liquor primary establishment is still up to that establishment.
- Q: Who determines whether an application is "high impact"?  
A: Current Council Policy G-17, supported by the LLAC and Council, has determined that certain types of liquor licence applications, including all that involve increases in liquor primary capacity, should have a full review and recommendation by the LLAC prior to being considered by Council. The proposed amended policy Section 13 Schedule A refers to these as "applications with high potential for impacts." Applications for permanent changes to hours of liquor sales within municipal policy guidelines have been determined by the LLAC and Council to have a lower potential for impact and undergo a streamlined LLAC review (two-week e-mail referral to LLAC members for comment) prior to being considered by Council. The proposed amended policy Section 13 Schedule B refers to these as "applications with medium potential for impacts."

### **Next Steps for Amendments to Council Policy G-17**

During the discussion of the proposed amended policy, there had been several potential changes that required staff review prior to seeking final support from the LLAC. Therefore, it was agreed that staff would prepare changes to the draft Council Policy G-17 and Liquor Licence Application Processing Fee Bylaw and submit the revised documents for an e-mail vote by LLAC members prior to seeking Council adoption of the policy and bylaw.





# WHISTLER

## MINUTES

### REGULAR MEETING OF LIQUOR LICENCE ADVISORY COMMITTEE

THURSDAY MARCH 9, 2017, STARTING AT 8:45 A.M.

At Municipal Hall – Flute Room

4325 Blackcomb Way, Whistler, BC V0N 1B4

#### PRESENT:

Accommodation Sector Representative, Chair, Colin Hedderson  
Food & Beverage Sector Representative – Pubs, Mike Wilson  
Food & Beverage Sector Representative – Nightclubs, Terry Clark  
Food & Beverage Representative – Restaurants, Vice-Chair, Kevin Wallace  
Whistler Community Services Society Representative, Cheryl Skribe  
Public Safety Department Representative, RCMP, Scott Langtry  
Liquor Control and Licensing Branch (LCLB) Inspector, Holly Glenn  
Councillor, Steve Anderson  
RMOW Staff Representative, Secretary, Frank Savage  
Recording Secretary, Shannon Perry

#### REGRETS:

Whistler Fire Rescue Service Representative, Geoff Playfair

#### GUESTS:

Bert Hick, Rising Tide Consultants  
Russell Kling – President, Pangea Whistler Enterprises Inc.  
Priyanka Lewis – Owner, Brickworks Pub  
Paul Lewis – Owner, Brickworks Pub

Chair, Colin Hedderson called the meeting to order at 8:45 a.m.

#### ADOPTION OF AGENDA

Moved by Mike Wilson  
Seconded by Cheryl Skribe

**That** Liquor Licence Advisory Committee adopt the Liquor Licence Advisory Committee agenda of March 9, 2017

CARRIED

#### ADOPTION OF MINUTES

Moved by Mike Wilson  
Seconded by Cheryl Skribe

**That** Liquor Licence Advisory Committee adopt the Liquor Licence Advisory Committee minutes of January 12, 2017.

CARRIED

Pangea Pod Hotel New  
Food Primary Licence  
File No. LLR1272

## PRESENTATIONS/DELEGATIONS

Frank Savage introduced Bert Hick, liquor licensing consultant, and Russell Kling, developer of the Pangea Pod Hotel. A report had been distributed to LLAC members prior to the meeting, and Frank presented an overview of the Pangea Pod Hotel liquor license application:

- The application is for a new food primary establishment with hours of service past midnight.
- For this type of application the LCLB requires a resolution from local government Council. Municipal policy requires a referral, review and recommendation from the LLAC.
- The proposal is for a licensed café and lounge on the second floor and a seasonal deck outdoor patio on the third floor, with hours of liquor service from 9 a.m. to 1 a.m. daily. The second floor interior capacity would be 104 persons and the third floor deck patio capacity would be 38 persons.
- Application details were referred by e- mail to LLAC members for comment, and no issues or concerns were identified.
- Frank then reviewed the application in accordance with the LLAC review criteria:
  - The establishment will primarily serve the guests of the hotel but will also be open to the public. The 88 pod sleeping units do not have cooking facilities, so the café and lounge will provide a convenient amenity for hotel guests.
  - Noise from the interior will not be a problem for the community, because doors and windows will be closed by 10 p.m. Noise from the patio is unlikely to be a problem, because outdoor speakers will be turned off by 10 p.m. In general the hotel will not want its guests disturbed by noise from the licensed areas.
  - There were no comments received during the 30-day public notification period.

Following was a presentation from the Pangea Pod Hotel representative and consultant regarding the new food primary licence. Presented to committee on the hotel development plans and the need for a food primary licence in this hotel. The representatives explained the idea around the pod hotel and how the food primary licence will benefit the guest experience and the Whistler resort community.

LLAC member questions/answers and comments:

- Anticipated guests are 30 to 45 year old single travelers.
- Estimated nightly room rate – approximately \$100
- Hotel confirmed outdoor music will be off by 10 p.m.
- LCLB liquor inspector questioned the term “lounge”, usually associated with a liquor primary establishment. The architect will amend plans submitted to LCLB to use the term “dining lounge”

- Support and encouragement from all sectors in the LLAC. No concerns were expressed

Moved by Kevin Wallace  
Second by Mike Wilson

**That** Liquor Licence Advisory Committee support the application from Pangea Pod Hotel for a new food primary licence with hours of liquor service to 1 a.m.

CARRIED

Brickworks Pub New  
Liquor Primary Patio  
File No. LLR1274

Frank Savage introduced Priyanka Lewis and Paul Lewis owner/operators of Brickworks Pub and provided a presentation on a report to the LLAC on an application from Brickworks for a new 41 person capacity liquor primary outdoor patio. Committee members were advised that the liquor licence application process is being coordinated with the development permit application, which is under review by the RMOW planning department.

Frank presented a summary of the LLAC report that had been distributed to LLAC members in advance.

- For a new liquor primary outdoor patio the LCLB requires a resolution from Council, and the municipal review process requires a recommendation from the LLAC.
- The Brickworks Pub is in good standing based on its compliance history.
- Analysis of the LLAC review criteria for the application:
  - Patio areas are in high demand for après ski and during warm summer weather. There are relatively few liquor primary patio seats in Village North.
  - Guests of Delta Whistler Village Suites could be disturbed if the patio is not properly managed.
  - A written agreement with the hotel and strata owners states that there be no live music or entertainment on the patio, that patio speakers be turned off by 10 p.m. and that the patio be vacated by 10 p.m. The agreement also states that the patio may only operate during the period April through October.
  - No comments have been received to date from the public.

The owner/operators of Brickworks Pub then presented on their application. They are seeking to improve their business sustainability in the summer months and to provide guests with an outdoor food and beverage experience. Patrons prefer to sit outside in good weather. Brickworks expects to utilize the patio primarily during the late morning, afternoon and early evening.

Questions & comments:

- Q: Why not utilize the patio 12 months a year?  
A: Brickworks wants to attract more customers during the summer season. In order to operate in winter a detailed snow management review would be required.

- Q: Would the patio impact the Whistler Public Library and its children's programs?  
A: No concerns foreseen with the library programs, as Brickworks plans to continue their family friendly atmosphere.
- Q: Will the patio be open for breakfast?  
A: Discussions with the Delta Whistler Village Suites hotel are in progress. Currently Brickworks have agreed to open the patio at 11 a.m. to ensure hotel guests are not disturbed too early. However, a 9 a.m. patio opening may be considered in future for outdoor breakfast service.
- Q: The proposed patio would block the walkway next to the building. Would this inconvenience pedestrians?  
A: Applicant has observed that foot traffic generally uses the sidewalk adjacent to parking spaces. [Note: This issue will be addressed through the Development Permit process.]
- Q: Does Delta Hotel support the patio application?  
A: The hotel supports Brickworks Pub as a convenient amenity for hotel guests. The licensed patio would be an added amenity.
- Q: Potential for negative impacts on community?  
A: RCMP representative stated that the police have never been called out to attend a problem at Brickworks. Brickworks reported that there have been no noise complaints this winter from hotel guests.

Support for the Brickworks patio application was expressed from all LLAC members.

Moved by Terry Clarke  
Second by Kevin Wallace

**That** Liquor Licence Advisory Committee support the application by Brickworks Pub for the new liquor primary outdoor patio with a capacity of up to 41 persons.

CARRIED

#### Provincial Liquor Policy Changes

Frank Savage provided a presentation on the new provincial policy changes and advised the LLAC of plans to present to Council at the March 21 Committee of the Whole. There was general agreement with the Guiding Principles for Licensing Decisions, which had been discussed at previous LLAC meetings. The policy directions for licensing of "other businesses", the addition of liquor primary capacity and the hours of liquor service were discussed.

Cheryl Skribe left meeting 10:42 a.m.

Next steps include a draft of Council Policy G-17, *Municipal Liquor Licensing Policy*, for LLAC review at the April LLAC meeting. Amendments to the policy will then be prepared for Council consideration in early May. Changes to the liquor licensing section of the municipal Business Regulation Bylaw will follow.

**OTHER BUSINESS**

None

**ADJOURNMENT**

Moved by Kevin Wallace

**That** Liquor Licence Advisory Committee adjourn the March 9, 2017 Council meeting at 10:55 a.m.

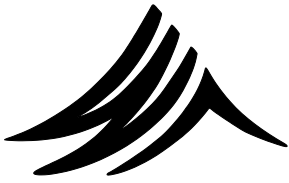
CARRIED

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CHAIR: Colin Hedderson

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SECRETARY: Frank Savage



# WHISTLER

## MINUTES

**REGULAR MEETING OF ADVISORY DESIGN PANEL  
WEDNESDAY, FEBRUARY 15, 2017, STARTING AT 3:10 P.M.**

**In the Flute Room at Whistler Municipal Hall  
4325 Blackcomb Way, Whistler, BC V0N 1B4**

### PRESENT:

Architect AIBC, Zora Katic  
Architect AIBC, Tony Kloepper  
MBCSLA, Julian Pattison  
MBCSLA, Kristina Salin  
UDI, Dale Mikkelsen  
Architect AIBC, Brigitte Loranger  
Councillor, John Grills  
GM of Resort Planning, Jan Jansen  
Director of Planning, Mike Kirkegaard  
Senior Planner & ADP Secretary, Melissa Laidlaw  
Recording Secretary, Karen Olineck

### REGRETS:

Member at Large, Ryley Thiessen  
Member at large, Pat Wotherspoon

### ADOPTION OF AGENDA

Moved by Tony Kloepper  
Seconded by Julian Pattison

**That** Advisory Design Panel adopt the Advisory Design Panel agenda of February 15, 2017.

CARRIED

### ADOPTION OF MINUTES

Moved by Zora Katic  
Seconded by Kristina Salin

**That** Advisory Design Panel adopt the Regular Advisory Design Panel minutes of January 18, 2017.

CARRIED

### COUNCIL UPDATE

Councillor Grills provided an update of the most current topics being discussed by Council. Staff was directed by Council to make amendments to the Employee Housing Service Bylaw. The bylaw amendment will be updated to increase the employee housing service charge applicable to new

commercial and industrial development from \$5,908 to \$10,177 per employee.

According to the last census report, Whistler's population has now reached 11,800.

## **PRESENTATIONS**

Gateway Bus  
and Taxi Loop  
Reconstruction  
2<sup>nd</sup> Review  
File No. DP1494

*The applicant of team of James Hallisey, General Manager of Infrastructure Services; Martin Pardoe, Manager of Resort Parks Planning; Jim Dunlop, Engineering Technologist, RMOW; Brian Wakelin, Public Architecture entered the meeting at 3:20 p.m.*

Planner Robert Brennan, RMOW introduced the project which came to the design panel in March of 2016. The project is returning with revisions based on input from that meeting.

James Hallisey provided background on the project stating the following:

1. The Gateway Loop project has been an extensive process between staff and Council to come up with the concept of what the RMOW wants to see as the front door to Whistler.
2. There was public consultation in 2016 with regard to the size and scope of this project and whether or not this area needed a simple update or something on a much larger scale.
3. After discussion between staff and Council along with public consultation, staff was directed to take a medium approach. This meant staying within the current street footprint, but significantly altering the form and function of the existing area.
4. Visitors arriving into Whistler by buses and shuttles need a better first impression of Whistler other than a grove of trees. This project will provide a more inviting front door to Whistler.
5. The project went out for tender in the summer of 2016 with the goal to begin construction in the fall. Tenders came back in July of 2016 with two non-local bids.
6. Bids were two to three times above the estimated budget for this project.
7. Staff had discussions on how to get the needs of the project met without compromising the design or the input from panel, while trying to stay closer to the budget.
8. Local contractors informed staff that the major issue is the two very different scopes of work with the roof and civil & landscape. Staff made the decision to split the tender package into two packages; civil & landscape and roof structure.
9. New tenders went out in the fall of 2016 and again there were no local bids. Two bids on civil tender and four bids on roof structure were received and the bid pricing was similar to the first tender, with the roof structure greater than previous.
10. The consensus is that the Gateway Loop Project is necessary regardless of the bid cost. This project is to be the front door to Whistler and will be represented for decades to come.

11. At the February 21st Council Meeting, staff will recommend to Council to award the tenders requiring an increase in the budget for the project.

Martin Pardoe advised on the following:

12. The project site is located at Village Gate Boulevard as you arrive at Whistler Village from Highway 99.
13. Visitors arriving by bus or shuttle at this location would disembark and leave in a number of directions.
14. There will be hard edge seating along a retaining wall situated beside the bus structure and new vegetation behind that retaining wall will act as a buffer.
15. As part of the way finding portion of this project, there will be directional signs to facilitate an easier transition off the buses.
16. There will also be signs directing visitors to the public bus stops both inbound and outbound on Village Gate Boulevard.
17. In response to panel concerns over lack of washrooms at the site, an area was identified to address this issue in a future phase.
18. Staff want to evaluate the needs and demands before a commitment can be made with respect to the development of washrooms at the site.
19. Currently, visitors can access washroom facilities at the Information Centre and at Blackcomb Lodge.
20. A small plaza area with bike boxes in front of Tommy Africa's will be created to enable visitors to lock their bikes in a secure container, if they decide to ride to the village.
21. As bars empty at night, there is a unique situation where everyone wants to get into the handful of taxis located at the taxi loop in front of Tommy Africa's.
22. Current practice to facilitate a smoother flow in the taxi area is to funnel people using a series of temporary barriers. The location of existing lighting means the taxi area is not well lit, so an emergency generator provides additional lighting for the area.
23. The project will address the loading issue in the taxi area by constructing three low walls that have retractable gates, which when deployed, will swing outward creating a barrier and a funnel for taxi customers to a single loading position for access to a taxi. At the end of the evening, the gates can be swung back into and stored in the low walls.
24. To address the low lighting issue, permanent lighting will be added to the west end of the taxi loop area, with the option to add additional lighting at the other end of the area if deemed necessary.
25. Plant material choices were revised based on Municipal staff knowledge and working history with plants and trees that are able to cope with Whistler's harsh weather. Particularly ornamental trees that provide a degree of showing and beauty to the project.
26. As a cost saving measure, a location beside the bus structure has been identified and designed so that public art pieces could be added in a future phase. In this first phase, this area will be finished with the interlocking pavers as part of the hard landscaping. Staff would like to



see the how the new space is used before deciding on permanent public art pieces.

27. In previous versions of the plan, benches were aligned with columns underneath the roof. In the interest of cost saving and efficiency and for the project to proceed, staff did not want to commit to the location of permanent benches at this time. The Municipality has a large supply of benches that can be used in different configurations to see how many benches are needed and in future may proceed with a permanent bench install.
28. Village type lighting consistent with Municipal standards will be installed along the pedestrian corridor.
29. Hard landscape in the form of interlocking pavers will be used predominantly throughout the pedestrian areas with the addition of concrete sections where the buses pull in.
30. Basalt slab inserts serve as a welcome mat where visitors step off the buses. The basalt rock accent is also used as part of the overall design inspiration of the new way finding signs in the village.

Brian Wakelin advised on the following revisions:

31. At each bay there is a fixed number sign providing the number for each bus bay.
32. Panel suggested at the last meeting that digital dynamic signage for the assignment of buses be considered. The revised roof canopy structure includes conduits that this type of signage could be added in a future phase.
33. Panel suggested that washrooms within the structure in the form of pavilion style would be useful for bus and shuttle passengers. This was further reviewed by staff and concluded that any structures under the canopy was more an impediment with respect to visibility and pedestrian movements through the space. Therefore the washrooms in the revised design are to be considered in a separate identified and pre-serviced location in a future phase.
34. The original roof plan was altered to cover the bus and luggage loading areas. The material choices remain unchanged. Roof structure slope is designed to stop snow shedding onto passengers and loading areas.
35. Suggestion for glass or green roof structures were analyzed and would involve a larger column size, beam size and cross laminated timber size. Sizing up to go to a glass or green roof style would add bulk and dimension and costs, or reduce the area underneath which is weather protected which staff believed was contradictory to the project objectives.
36. The canopy structure palette consists of laminated spruce pine, galvanized steel columns and black metal for the roof finishing material.

Panel offers the following comments.

### **Site Context and Landscaping**

1. The site plan is well thought out.
2. Some panelists recommend having future washrooms closer for practicality instead of where they are currently proposed, and to further contemplate their integration into the shelter if they are to be proposed in the future.
3. Local plant knowledge informing plant choice is well received.
4. Using the planting plan as an integral part of the site design to direct pedestrian traffic and limit jaywalking is well thought out.

### **Form and Character**

1. There is strong support from panel to remain with the roof structure as originally designed as opposed to a glass or green roof.
2. The increase in the roof coverage over the luggage doors on the buses is supported and will improve the user experience.
3. Panel has mixed ideas about adding skylights to the roof structure and encourages staff to consider how more light can be incorporated under the structure.
4. With respect to the public art area, panel agrees with staff that the space could be developed in a later phase and the appropriate use identified before committing to a public art space.

### **Materials, Colours and Details**

1. A panel member felt there is still a bit of a disconnect between the architecture and the landscape.
2. Panel supports the colour palette with the exception of the black roof. A lighter color for the roof is suggested.
3. Panel suggested the round columns could echo the basalt design further.
4. Panel suggested the opportunity to simplify the wall material detailing.
5. The basalt slab welcome mats at each bus bay are well received.

Moved by Dale Mikkelsen  
Seconded by Tony Kloepper

**That** the Advisory Design Panel supports the project and its improvement in urban design, landscape, pedestrian flow and overall form of development. The Panel strongly supports the civil design, site layout, lighting, way finding, and overall structure. Panel encourages staff and the design team to consider Panel's comments regarding details related to provision of light beneath the roof structure, roof colour, and simplification of hard landscape materials and detailing, and paving patterns to add value to the project, and further contemplate integration of potential washrooms if they are to be incorporated in the future.

CARRIED

*The applicant team left the meeting at 4:20 p.m.*

## **OTHER BUSINESS**

## **ADJOURNMENT**

Moved by Dale Mikkelsen

**That** Advisory Design Panel adjourn the February 15, 2017 committee meeting at 4:26 p.m.

CARRIED

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CHAIR: Dale Mikkelsen, UDI

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SECRETARY: Melissa Laidlaw

**RESORT MUNICIPALITY OF WHISTLER**

**TAX RATES BYLAW NO. 2143, 2017**

**A BYLAW FOR THE LEVYING OF TAX RATES FOR MUNICIPAL,  
HOSPITAL AND REGIONAL DISTRICT PURPOSES FOR THE YEAR 2017**

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 "Tax Rates Bylaw No. 2143, 2017".
2. The following tax rates are hereby imposed and levied for the year 2017:
  - (a) For all lawful GENERAL PURPOSES OF THE MUNICIPALITY on the assessed value of land and improvements taxable for general Municipal purposes, rates appearing in column "A" of the Schedule "A" attached hereto and forming a part hereof.
  - (b) For HOSPITAL PURPOSES on the assessed value of land and improvements taxable for regional hospital district purposes, rates appearing in column "B" of the Schedule "A" attached hereto and forming a part hereof.
  - (c) For PURPOSES OF THE SQUAMISH LILLOOET REGIONAL DISTRICT on the assessed value of land and improvements taxable for general Municipal purposes, rates appearing in column "C" of the Schedule "A" attached hereto and forming a part hereof.
3. The minimum amount of taxation upon a parcel of real property shall be One Dollar (\$1.00).

GIVEN FIRST, SECOND and THIRD READINGS this 25<sup>th</sup> day of April, 2017.

ADOPTED by Council this \_\_\_\_ day of \_\_\_\_, 2017.

---

Nancy Wilhelm-Morden,  
Mayor

---

Laurie-Anne Schimek,  
Municipal Clerk

I HEREBY CERTIFY that this is  
a true copy of "Tax Rates  
Bylaw No. 2143, 2017".

---

Laurie-Anne Schimek,  
Municipal Clerk

BYLAW NO. 2143, 2017

SCHEDULE "A"

*General Municipal Rate*

	<b>Class</b>	<b>"A" General Municipal Rate</b>
01	Residential	2.092
02	Utility	21.000
05	Industrial	11.937
06	Business / Other	9.436
08	Recreation	9.535

*Hospital District Requisition Rate*

	<b>Class</b>	<b>"B" Hospital District Requisition Rate</b>
01	Residential	0.0371
02	Utility	0.1299
05	Industrial	0.1261
06	Business / Other	0.0909
08	Recreation	0.0371

*Regional District Requisition Rate*

	<b>Class</b>	<b>"C" Regional District Requisition Rate</b>
01	Residential	0.0442
02	Utility	0.4437
05	Industrial	0.2522
06	Business / Other	0.1994
08	Recreation	0.2015

**RESORT MUNICIPALITY OF WHISTLER**

**SEWER TAX BYLAW NO. 2144, 2017**

**A BYLAW TO IMPOSE A SEWER TAX**

**WHEREAS** a Municipality may construct, acquire, operate and maintain sewers and sewage disposal facilities and may establish rates and charges to be imposed upon land and improvements and may provide a formula for imposing the cost of those municipal works and services;

**AND WHEREAS** pursuant to Section 200 of the *Community Charter*, the Municipality may impose a parcel tax to provide all or part of the funding for a service;

**AND WHEREAS** the benefiting area herein defined is that area of land within the Municipality which, in the opinion of Council, benefits or will benefit from the sewers and sewage disposal facilities of the Municipality;

**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 "Sewer Tax Bylaw No. 2144, 2017".
2. In this Bylaw,

"benefiting area" means that area of land in which is located every parcel a boundary of which is within one hundred (100) meters of any part of a trunk sewer main and for which there is access permitting installation and maintenance of a connecting sewer line or holding tank between the parcel and the trunk sewer main; and

"parcel" means a parcel of real property in the benefiting area and includes a strata lot.
3. A rate and charge of two hundred, sixty nine dollars and forty four cents (\$269.44) is hereby imposed as a tax against each parcel for the year ending December 31, 2017.
4. The owner of each parcel shall pay not later than July 4, 2017 the tax imposed by Section 3 hereof against that parcel.

GIVEN FIRST, SECOND and THIRD READINGS this 25<sup>th</sup> day of April, 2017.

ADOPTED by the Council this \_\_\_ day of \_\_\_\_\_, 2017.

---

Nancy Wilhelm-Morden,  
Mayor

---

Laurie-Anne Schimek,  
Municipal Clerk

I HEREBY CERTIFY that this is  
a true copy of "Sewer Tax Bylaw  
No. 2144, 2017".

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Laurie-Anne Schimek,  
Municipal Clerk

**RESORT MUNICIPALITY OF WHISTLER**

**WATER TAX BYLAW NO. 2145, 2017**

**A BYLAW TO IMPOSE A WATER TAX**

**WHEREAS** a Municipality may construct, acquire, operate and maintain trunk water main and water supply systems and may establish rates and charges to be imposed upon land and improvements and may provide a formula for imposing the cost of those municipal works and services;

**AND WHEREAS** pursuant to Section 200 of the *Community Charter*, the Municipality may impose a parcel tax to provide all or part of the funding for a service;

**AND WHEREAS** the benefiting area herein defined is that area of land within the Municipality which, in the opinion of Council, benefits or will benefit from the trunk water main and water supply systems of the Municipality;

**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 "Water Tax Bylaw No. 2145, 2017".
2. In this Bylaw,

"benefiting area" means that area of land in which is located every parcel a boundary of which is within one hundred (100) metres of any part of a trunk water main and for which there is access permitting installation and maintenance of a connecting water line between the parcel and the trunk water main; and

"parcel" means a parcel of real property in the benefiting area and includes a strata lot.
3. A rate and charge of two hundred, seventy six dollars and fifty-nine cents (\$276.59) is hereby imposed as a tax against each parcel for the year ending December 31, 2017.
4. The owner of each parcel shall pay not later than July 4, 2017 the tax imposed by Section 3 hereof against that parcel.

GIVEN FIRST, SECOND and THIRD READINGS this 25<sup>th</sup> day of April, 2017

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2017.

---

Nancy Wilhelm-Morden,  
Mayor

---

Laurie-Anne Schimek,  
Municipal Clerk



I HEREBY CERTIFY that this is  
a true copy of "Water Tax Bylaw  
No. 2145, 2017".

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Laurie-Anne Schimek,  
Municipal Clerk

**RESORT MUNICIPALITY OF WHISTLER**

**SEWER USER FEE AMENDMENT BYLAW NO. 2146, 2017**

**A BYLAW TO AMEND THE "SEWER USER FEE BYLAW NO. 1895, 2009"**

**WHEREAS** the Council of the Resort Municipality of Whistler has adopted "Sewer User Fee Bylaw No. 1895, 2009"

**AND WHEREAS** it is deemed expedient to amend the Resort Municipality of Whistler "Sewer User Fee Bylaw No. 1895, 2009";

**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 Resort Municipality of Whistler "Sewer User Fee Amendment Bylaw No. 2146, 2017".
2. Effective January 1, 2017, Schedule "A" of "Sewer User Fee Amendment Bylaw No. 1895, 2009" is hereby replaced with the Schedule "A" attached to and forming part of this bylaw.

GIVEN FIRST, SECOND and THIRD READINGS this 25<sup>th</sup> day of April, 2017.

ADOPTED by the Council this \_\_\_\_ day of \_\_\_\_\_, 2017.

---

Nancy Wilhelm-Morden,  
Mayor

---

Laurie-Anne Schimek,  
Municipal Clerk

I HEREBY CERTIFY that this is  
a true copy of " Sewer User Fee  
Amendment Bylaw No. 2146, 2017"

---

Laurie-Anne Schimek,  
Municipal Clerk

**SEWER USER FEE AMENDMENT BYLAW NO. 2146, 2017**

**SCHEDULE "A"**

**SEWER USER FEES**

FLAT FEE

1	Single family residential and Bed & Breakfast	171.37
2	Duplex (not strata titled)	
	i) first residential unit	171.37
	ii) each additional unit	381.96
3	Duplex (strata titled), per strata lot	
4	Apartment or Multiple Family Residential parcel (not strata titled)	
	i) first residential unit	171.37
	ii) each additional unit	381.96
5	Dormitory Housing ( any housing unit with a gross floor area of 45 square meters or less located within a non-stratified building containing 10 or more such housing units and normally rented for continuous periods of 30 days or more)	
	i) first residential unit	85.69
	ii) each additional unit	189.95
6	Hotel or Motel (not strata titled)	
	i) first residential unit	171.37
	ii) each additional unit	381.96
7	Pension (not strata titled)	
	i) first residential unit	85.69
	ii) each additional unit	85.69
8	Pension - residential prtion	
9	Mobile home parks (not strata titled)	
	i) first rental space	171.37
	ii) each additional space	381.96
10	Trailer, Recreational Vehicles, Campgrounds each space	
11	Apartment of Multiple Family Residential Parcel (strata titled), per strata lot	171.37
12	Hotel or Motel (strata titled), per strata lot	171.37
13	Mobile home parks (strata titled), per strata lot	171.37
14	Schools - each classroom	385.06

**SEWER USER FEE AMENDMENT BYLAW NO. 2146, 2017**

**SCHEDULE "A"**

**SEWER USER FEES**

PER SQUARE FOOT

15	Public restrooms, Laundries, Laundromats, Car Washes, & Breweries each square foot	2.15
16	Restaurants, Bars, Lounges, Discotheques, Cabarets, Public Houses each square foot	1.03
17	Business, Commercial, Industrial, Hostels, Other each square foot	0.28
18	Pools, Aquatic Centres, Waterslides each square foot	0.28

PER CUBIC METRE

19	Metered rates (based on metered water volumes)	
	First 6,000 cubic metres	1.12
	Next 12,000 cubic metres	0.92
	Next 24,000 cubic metres	0.72
	Greater than 42,000 cubic metres	0.57

MINIMUM CHARGE

20	Minimum annual charge for a strata-titled unit, or the first unit in a non-strata building	126.98
21	Minimum annual charge for each additional dwelling unit in a non-strata building	338.61

**RESORT MUNICIPALITY OF WHISTLER**

**SOLID WASTE/RECYCLING RATES AMENDMENT BYLAW NO. 2147, 2017**

**A BYLAW TO AMEND THE Garbage Disposal and Wildlife Attractants Bylaw No. 1861, 2008"**

**WHEREAS** the Council of the Resort Municipality of Whistler has adopted "Garbage Disposal and Wildlife Attractants Bylaw No. 1861, 2008";

**AND WHEREAS** it is deemed expedient to amend the Resort Municipality of Whistler "Garbage Disposal and Wildlife Attractants Bylaw No. 1861, 2008"

**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 Resort Municipality of Whistler "Solid Waste/Recycling Rates Amendment Bylaw No. 2147, 2017".
2. That all parts of section 23 be replaced with:
  - a) Every person who delivers domestic garbage or waste to the municipal Waste Transfer Station or septage to the Waste Water Treatment Plant will be charged tipping fees as prescribed in Section "B"
  - b) The owner of each residential or tourist accommodation parcel that does not possess on its property and utilize on a regular basis throughout the current year a commercial garbage container shall be charged, on the annual municipal tax notice, a Solid Waste and Recycling fee as prescribed in Schedule "C" to this bylaw.
  - c) The owner of each parcel with an assessed improvement value greater than zero shall be charged, on the annual municipal tax notice, a Composter fee as prescribed in Schedule "C" to this bylaw.
3. Schedule "C" of "Garbage Disposal and Wildlife Attractants Bylaw No. 1861, 2008" is hereby replaced with Schedule "C" attached hereto and forming part of this bylaw.

GIVEN FIRST, SECOND and THIRD READINGS this 25<sup>th</sup> day of April, 2017.

ADOPTED by Council this \_\_\_\_ day of \_\_\_\_, 2017.

\_\_\_\_\_  
Nancy Wilhelm-Morden,  
Mayor

\_\_\_\_\_  
Laurie-Anne Schimek,  
Municipal Clerk

I HEREBY CERTIFY that this is  
a true copy of "Solid Waste/Recycling Rates  
Amendment Bylaw No. 2147, 2017".

\_\_\_\_\_  
Laurie-Anne Schimek,

Municipal Clerk

**SCHEDULE C**

**SOLID WASTE/RECYCLING RATES AMENDMENT  
BYLAW NO. 2147, 2017**

**SOLID WASTE/RECYCLING RATES**

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Each residential or tourist accommodation parcel that does not possess on its property and utilize on a regular basis throughout the current year a commercial garbage container shall be charged, on the annual municipal tax notice, a Solid Waste and Recycling fee of one hundred and ninety seven dollars thirty cents (\$197.30) per parcel that shall be paid by the same due date as the property taxes.

Each parcel with an assessed improvement value greater than zero shall be charged, on the annual municipal tax notice, a Composter fee of one hundred three dollars seventy three cents (\$103.73) per parcel that shall be paid by the same due date as the property taxes.

20 4.2017

Dear Mayor and Council,

re: safety of pedestrians accessing the village  
from Eagle Ridge (Whistler Cay Heights)

On a daily basis, I estimate that at least 200 people walk across highway 99 at the Village Gate traffic light. On the west side of the highway they must proceed along the shoulder for a distance of perhaps 70 metres south of the intersection to or from Eagle Ridge. Yet, despite this heavy pedestrian traffic, the highway shoulder is at its narrowest in the entire valley! Especially in the winter, with snow covering much of the shoulder, pedestrians must walk perilously close to cars and trucks travelling up to 60 km/hr. I have contacted Bob Devaney at Mainroad with my suggestion that the shoulder be widened by at least 1 metre, but I have been informed "there's no funding this year." I hope that you can persuade the provincial authorities that this minor project be prioritized this year, before a serious accident occurs.

Tom DeMarco Thomas DeMarco MD  
tomataalkmd@yahoo.com

omas J. DeMarco, M.D.  
201-4380 Lorimer Road  
Whistler, BC V0N 1B4  
matalkmd@yahoo.com

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Mayor +  
Council



WESTIN  
HOTEL & RESORT  
THE WESTIN RESORT & SPA, WHISTLER  
4090 WHISTLER WAY  
WHISTLER, BC V8E 1G1  
Canada



**From:** Dave Duncan [<mailto:duncan.skis@gmail.com>]  
**Sent:** Saturday, April 22, 2017 09:50  
**To:** Mayor's Office <[mayorsoffice@whistler.ca](mailto:mayorsoffice@whistler.ca)>  
**Subject:** Artificial Turf Field - Not Now Please

Mayor and Council,

I'm writing you today about my disagreement with the plans to install an artificial turf field in Whistler. First, let me start with I'm a current national team/Olympic athlete and understand well the benefits of recreational facilities, the need for them and what they can offer a community. However, how many people in town currently have Whistler's recreational facilities at the top of their pressing issues list?

Whistler has more immediate issues to address at the moment than expanding soccer capacity with an artificial turf field. Housing, traffic congestion, affordability, climate change mitigation and social services all come to mind currently.

If an expansion of soccer facilities is so important right now, can we not solve the problem with non-artificial turf solutions which would be of less cost? I spend a lot of time in Cheakamus Crossing, maybe I'm not there at the right time, but I hardly see this all-weather field being utilized. Is this field considered part of the RMOW recreation offerings?

To reiterate now is not the time for the RMOW to be installing a costly artificial turf field with other more pressing issues to solve.

I will not be able to attend the upcoming council meeting, but I would also like to voice my concerns about the recent MOU filed by Mike Furey, however, will reserve any direct commenting until all the information is on the table.

Thank you for your time and consideration,  
Dave  
2781 Coyote Pl, Whistler

***Dave Duncan***  
*1.5x Olympian*  
*Wounded Warriors Canada Ambassador*  
*Instagram/Twitter @dunc\_ski*  
[www.dave-duncan.ca](http://www.dave-duncan.ca)  
604-388-8218

**From:** Child Find BC <[childvicbc@shaw.ca](mailto:childvicbc@shaw.ca)>

**Sent:** Saturday, April 29, 2017 7:42 AM

**To:** Child Find BC

**Subject:** Child Find BC Proclamation May is National Missing Children's month

**Attention Municipal clerks and/or others receiving this email request:**

Please find attached a proclamation request for your councils review and consideration.

**It would be greatly appreciated if you would note the following information.**

- If after consideration your council issues a proclamation these proclamations can be mailed directly to our offices.
- Councils who wish to e mail proclamations may do so
- We are aware that a few councils have taken a policy position not to make any proclamations. If that is your case we do not need to be advised of that position--can you please simply make your council aware of this initiative.
- Many thanks

Child Find BC



*Serving British Columbia Since 1984*

Provincial Toll Free: 1.888.689.3463 [www.childfindbc.com](http://www.childfindbc.com)

April 28, 2017

**Victoria Office**  
2722 Fifth Street, 208  
Victoria, BC V8T 4B2  
(250) 382-7311  
Fax (250) 382-0227  
Email: [childvicbc@shaw.ca](mailto:childvicbc@shaw.ca)

*"A charitable non-profit  
organization working with  
searching families and law  
enforcement to reduce the  
incidence of missing and  
exploited children."*

*A Missing Child is  
Everyone's  
Responsibility*



Dear Mayor and Councillors,

**Re: Proclamation for National Missing Children's Month and Missing Children's Day**

I write today on behalf of Child Find British Columbia. Child Find BC requests that your local government proclaim May as Missing Children's Month and May 25<sup>th</sup> as missing Children's Day.

Child Find BC provides "ALL ABOUT ME" ID Kits with child finger printing and photos, to at no cost to families and Child Find BC hosts these Child Find ID Clinics throughout BC. Child Find BC provides education, including public speakers, literature and tips for families to assist them in keeping all of our children safe.

We hope that you will raise this proclamation for consideration to your Council and your community at your next meeting.

Most recent reporting from the RCMP show that over 7,529 cases of missing children were reported in British Columbia. Through the support of municipal governments like yours we are able to educate and bring awareness to thousands of BC families on this important issue.

Thank you so much for your consideration of this request and your continuing commitment to Community Services in BC and the children and families of BC. If you have any questions regarding this request please contact the Child Find BC office at 1-888-689-3463.

Yours truly,

Crystal Dunahee  
President, Child Find BC

If you or your organization would like to host an "All About Me" ID clinic, have an idea for an event in your community or would like literature and information on becoming a member and supporter of Child Find BC, please call us at 1-888-689-3463.

Your Letterhead here

### **National Missing Children's Month and Missing Children's Day**

**WHEREAS** Child Find British Columbia, a provincial member of Child Find Canada is a non-profit, registered charitable organization, incorporated in 1984; **AND**

**WHEREAS** The Mandate of Child Find British Columbia is to educate children and adults about abduction prevention; to promote awareness of the problem of missing children, and to assist in the location of missing children; **AND**

**WHEREAS** Child Find has recognized Green as the colour of Hope, which symbolizes a light in the darkness for all missing children; **AND**

**WHEREAS** Child Find's annual Green Ribbon of Hope Campaign will be held in the month of May and May 25<sup>th</sup> is National Missing Children's Day; **AND**

**THEREFORE BE IT RESOLVED THAT**

I, (Mayors Name) of the (city, town, municipality), do hereby proclaim May as Child Find's Green Ribbon of Hope month and May 25<sup>th</sup> as National Missing Children's day. I urge our citizens to wear a green ribbon as a symbol of Hope for the recovery of all missing children; and to remain vigilant in our common desire to protect and nurture the youth of our Province.

\_\_\_\_\_ Mayor

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of May, 2017

**Steve Orcherton**  
**Executive Director**  
**Child Find BC**  
208-2722 Fifth Street  
Victoria, BC V8T 4B2

Phone: 1.250.382.7311  
Toll Free: 1.888.689.3463  
Fax: 1.250.382.0227

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