



# WHISTLER

## AGENDA

### REGULAR MEETING OF MUNICIPAL COUNCIL TUESDAY, MARCH 1, 2016, STARTING AT 5:30 PM

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 March 1, 2016.

#### ADOPTION OF MINUTES

Adoption of the Regular Council minutes of February 16, 2016.

#### PUBLIC QUESTION AND ANSWER PERIOD

#### PRESENTATIONS/DELEGATIONS

Community Life Survey  
Results

A presentation by Ted Battiston, Manager of Special Projects regarding the  
Community Life Results.

Kwantlen Polytechnic  
University (KPU) School  
of Design

A presentation by Ted Battiston and Erick Villagomez, Whistler field school lead  
instructor and faculty member of Kwantlen Polytechnic University regarding the  
Chip and Shannon Wilson School of Design design courses that will be offered in  
Whistler.

Fee For Service Report  
Backs

A presentation by Brad Nichols, Executive Director and Curator of Whistler  
Museum reporting back on their Fee for Service.

A presentation by Val Litwin, CEO at Whistler Chamber of Commerce reporting  
back on their Fee for Service.

A presentation by Maureen Douglas, Acting Executive Director of Whistler Arts  
Council reporting back on their Fee for Service.

A presentation by Eve Wexler, Executive Director of WAG reporting back on their  
Fee for Service.

#### MAYOR'S REPORT

## ADMINISTRATIVE REPORTS

DVP1102 – 8289 Valley Drive – Variances For Parking and Retaining. Report No. 16-018  
File No. DVP 1102

*A presentation by municipal staff.*

**That** Council approve the issuance of Development Variance Permit DVP 1102 for the proposed development located at 8289 Valley Drive to:

1. Vary the front setback for a retaining wall from 7.6 m to 0.0 m;
2. Vary the number of required parking stalls from three to two;

All as shown on Architectural Plans 1, 2, 3, 4, 5, 8, 9, and 10 dated December 4, 2015, prepared by Innovation Building Group, attached as Appendix C to Administrative Report No. 16-018.

MPSC Phase 2 Roof Replacement Contract For Metro Roofing Report No. 16-020  
File No. 8025.03

*A presentation by municipal staff.*

**That** Council consider the award of a contract to Metro Roofing for the completion of phase 2 of the roof replacement project at the Meadow Park Sports Centre in the amount of \$1,454,016.

BC Bike Grant For Valley Trail Extension At Meadow Park Sports Centre Report No.16-017  
File No. 8023.01

*A presentation by municipal staff.*

**That** Council endorse an application to the provincial BikeBC funding program for the Valley Trail Extension at Meadow Park Sports Centre project.

## POLICY REPORTS

Forest & Wildland Advisory Committee – Terms of Reference Report No. 16-013  
File No. 8221.03

**That** Council direct staff to replace the current Council I-9, Forest & Wildland Advisory Committee Terms of Reference with the revised policy as attached as Appendix A to this report number 16-013

## MINUTES OF COMMITTEES AND COMMISSIONS

Measuring Up Select Committee of Council

Minutes of the Measuring Up Select Committee of Council (MUSCC) Committee meeting of September 2, 2015.

Audit and Finance Standing Committee of Council

Minutes of the Audit and Finance Standing Committee of Council (AFC) of December 7, 2015.

### **BYLAWS FOR ADOPTION**

Environmental Protection Amendment Bylaw No. 2108, 2016	The purpose of this bylaw amendment is to add and/or clarify certain clauses and definitions related to riparian assessment areas, municipal permits, prohibitions and offences and penalties.
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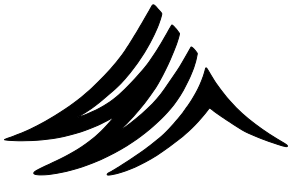
### **OTHER BUSINESS**

Officer Appointment	<b>That</b> Council appoint Laurie-Anne Schimek as the Corporate Officer.
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### **CORRESPONDENCE**

Daffodil Month Proclamation File No. 3009.1	Correspondence from Paula Tylor, Manager, annual Giving for the Canadian Cancer Society – BC & Yukon Division, dated February 18, 2016 requesting that Council proclaim April as Daffodil Month.
Noise Bylaw Review File No. 3009	Correspondence from Jennifer Angus dated February 22, 2016, requesting the staff review the noise bylaw.
Triclosan - Chemical Additive Action File No. 3009	Correspondence from Katie van der Sloot dated February 23, 2016, requesting that Council pursue action against the use of Triclosan.

### **ADJOURNMENT**



# WHISTLER

## MINUTES

**REGULAR MEETING OF MUNICIPAL COUNCIL  
TUESDAY, FEBRUARY 16, 2016, STARTING AT 5:31 PM**

**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  
General Manager of Resort Experience, J. Jansen  
Acting Director of Planning, M. Laidlaw  
Corporate Officer, S. Story  
Manager of Communications, M. Comeau  
Manager of Environmental Stewardship, Heather Beresford  
Manager of Building Department, J. Mooney  
Acting Manager of Strategic Alliances, B. Andrea  
Planning Analyst, B. McCrady  
Planning Technician, R. Licko  
Planner, F. Savage  
Recording Secretary, M. Kish

*Mayor Mayor Wilhelm-Morden recognized the attendance of holders of the  
Freedom of the Municipality Garry Watson and Sue Adams.*

### **ADOPTION OF AGENDA**

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

**That** Council adopt of the Regular Council agenda of February 16, 2016.  
CARRIED

### **ADOPTION OF MINUTES**

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

**That** Council adopt the Regular Council minutes of January 26, 2016.  
CARRIED

## **PUBLIC QUESTION AND ANSWER PERIOD**

*There were no questions from the public.*

## **PRESENTATIONS/DELEGATIONS**

Doti Niedermayer  
Recognition

A presentation was given by Mayor Wilhelm - Morden in recognition of Doti Niedermayer, former Executive Director of Whistler Arts Council.

*Mayor Wilhelm-Morden called a 5 minute recess at 5:38 p.m.*

Triclosan in Antibacterial  
Products

A presentation was given by Katie van der Sloot regarding Triclosan, a chemical additive in antibacterial products.

Festival Events &  
Animation Oversight  
Committee 2016 Plan

A presentation was given by Sue Adams and Bob Andrea regarding the Festival Events & Animation Oversight Committee plan for 2016.

## **MAYOR'S REPORT**

For the Family Day holiday last week there were 443 people who took advantage of the promotion at Lost Lake Cross Country, 62 people used the promotion at Meadow Park Sports Centre and 283 people rented ice skates at Whistler Olympic Plaza and Family Après also attracted 500 people with a themed event. Mayor Wilhelm-Morden commented that it was also a very successful weekend in the resort overall, and has become another strong "anchor" weekend for our winter season.

Mayor Wilhelm-Morden commented that there have been several refinements made to help with traffic flow during peak travels times in the past month. During the Family Day Weekend, the municipality, Whistler Blackcomb and the RCMP put into place increased manual traffic control at four intersections. Last week the Ministry of Transportation and Infrastructure (MOTI) made some significant changes to the traffic signal timings on Highway 99 in Whistler with the goal of automatically improving traffic flow during peak periods. The Resort Municipality of Whistler will continue to work on traffic planning and management with Whistler Blackcomb, the RCMP, and the Ministry of Transportation. Mayor Wilhelm-Morden commented that this is an ongoing issue and that the RMOW is paying attention along with our partners.

Whistler Transit has a new deal to help families. Up to three children, under the age of 12, can now travel for free when accompanied by an adult with a travel pass. You can visit [bctransit.com](http://bctransit.com) for more details.

An Open House was held on February 1 to share harvesting and wildfire thinning plans for the Cheakamus Community Forest with particular emphasis on plans for the Cheakamus Valley. The presentation and associated maps are posted on the Cheakamus Community Forest's

website on the Maps and Harvesting Plans page. The plans include harvesting for the next three years and initial concepts for the next decade, including wildfire fuel management areas. The forest has an allowable annual cut of 21 thousand metres cubed. This cut is taken from select areas of the forest's total of 33,018 hectares. Work in the forest near Cheakamus Crossing neighborhood is expected to begin in the spring. More information will be released as the project gets closer to starting.

The Audain Art Museum has announced its public opening on Saturday, March 12. The space will be open six days a week from 10 a.m. to 5 p.m. and will be closed on Tuesdays. This museum will be a pillar of Whistler's cultural tourism experience and one of the largest art museums in Western Canada. Last Friday the Board of Directors, of which Mayor Mayor Wilhelm-Morden is a member had the benefit of a tour through a large portion of the museum. Mayor Wilhelm-Morden commented that it is a magnificent building with a remarkable collection.

Whistler Blackcomb has announced they will be investing eight million dollars in:

- ski and snowboard learning areas on Whistler Mountain
- upgrades to the Roundhouse Lodge and GLC
- and improvements to the summer hiking trails and infrastructure

Mayor Wilhelm-Morden congratulated and acknowledged Whistler Blackcomb on their new investments into further enhancing Whistler's resident and guest experience.

### INFORMATION REPORTS

Planning and Building  
Q4 report  
Report No.16-015  
File No. 7006.01

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

**That** Information Report No.16-015 summarizing the Planning Department and Building Departments application activity for the fourth quarter of 2015 be received.

CARRIED

### ADMINISTRATIVE REPORTS

LLR 128 Conference  
Centre Extension of  
Hours for WSSF Event  
Report No.16-016  
File No. LLR 128

Moved by Councillor S. Anderson  
Seconded by Councillor S. Maxwell

**That** Council authorize hours of liquor sale to 4:00 a.m. on the night of Saturday, April 16, 2016 at the Whistler Conference Centre for a special World Ski & Snowboard Festival event.

CARRIED

DVP 1114 – 8110 Crazy  
Canuck Drive – Chevron  
Gas Station – Variance  
For Proposed  
Freestanding Sign

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

Report No.16-011  
File No. DVP 114

**That** Council not approve the issuance of Development Variance Permit DVP 1114 for the proposed development located at 8110 Crazy Canuck Dr to vary the sign bylaw as follows:

- a) Vary the maximum area of a permanent freestanding sign from 2m<sup>2</sup> to 3m<sup>2</sup>;
- b) Vary the maximum height of a permanent freestanding sign from 3.0 m to 3.6 m;
- c) Vary the maximum total area, including all supporting structure and surrounding framework from 3.0m<sup>2</sup> to 6.19 m<sup>2</sup>;
- d) Permit the gas price text on the sign to use changeable copy

all as shown on the Sign Design Plans dated received January 14, 2016 prepared by Country Signs attached as Appendix C to Administrative Report No. 16-011.

CARRIED

DVP1097 – 8401  
Rainbow Drive – Setback  
Variances For Surface  
Parking And Retaining.  
Report No.16-010  
File No. DVP 1097

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

**That** Council approve the issuance of Development Variance Permit DVP 1097 for the proposed development located at 8401 Rainbow Drive to:

1. Vary the front setback for three surface parking stalls from 1.5 m to 0.0m;
2. Vary the front setback for a retaining wall from 7.6 m to 1.0 m

all as shown on the survey plans 16017A, 16017A-1 and 16017A-2 dated January 26, 2016 prepared by Doug Bush Survey Services Ltd., attached as Appendix B to Administrative Report No. 16-010 and subject to the following conditions:

1. The proposed retaining wall shall be built to BC Building Code standards;
2. The maintenance of the portion of the parking stalls within the municipal road right-of-way shall fall to the owners of the property until such time that the Resort Municipality of Whistler may want to utilize this area for road widening;
3. The Resort Municipality of Whistler will not be responsible for winter operations of the development or the affects that municipal road operations may have on the development even though it is recognized that portions of the development are within municipal road;
4. The owner takes on all responsibility for any actions that may take place in this area of work during the construction and in perpetuity;
5. At such time of a major renovation or replacement of the residence, the parking requirements will need to be located on site.

CARRIED

Environmental Protection  
Amendment Bylaw No.  
2108, 2016.

Report No.16-012  
File No. 8379

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

**That** Council considers giving first, second and third reading to Environmental Protection Amendment Bylaw No. 2108, 2016.

CARRIED

Emerald Dreams  
Conservation Co. Ltd  
2015 Annual Filing  
Report No.16-014  
File No. Vault

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

**That** the Council of the Resort Municipality of Whistler in open meeting assembled, hereby resolves that the Municipality, as sole shareholder of Emerald Dreams Conservation Co. Ltd; pass the consent resolutions of the sole shareholder of Emerald Dreams Conservation Co. Ltd; a copy of which is attached to this report, and

**That** the Mayor and Corporate Officer execute and deliver the attached resolutions on behalf of the Municipality.

CARRIED

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

Environmental Protection  
Amendment Bylaw No.  
2108, 2016

Moved by Councillor J. Grills  
Seconded by Councillor J. Crompton

**That** Environmental Protection Amendment Bylaw No. 2108, 2016 receive first, second and third readings.

CARRIED

#### **BYLAWS FOR ADOPTION**

Zoning Amendment Bylaw  
(Amendments to Parking  
Use in Residential Zones)  
No. 2102, 2015

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

**That** Zoning Amendment Bylaw (Amendments to Parking Use in Residential Zones) No. 2102, 2015 be adopted.

CARRIED

Land Use Contract  
Discharge and Zoning  
Amendment Bylaw (4914  
Horstman) No. 2104,  
2015

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

**That** Land Use Contract Discharge and Zoning Amendment Bylaw (4914 Horstman) No. 2104, 2015 be adopted.

CARRIED

#### **OTHER BUSINESS**

Appointment of  
Approving Officer

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



**That** Council appoint Jeff Ertel as Approving Officer and Jim Dunlop as Deputy Approving Officer in accordance with section 77 of the *Land Title Act*.

CARRIED

Appointment to the  
Advisory Committee for  
Home-Based Artist  
Studios

Moved by Councillor S. Maxwell  
Seconded by Councillor S. Anderson

**That** Council appoint one member of Council to the Advisory Committee for Home-based Artist Studios. Council appointed Councillor A. Janyk.

CARRIED

### CORRESPONDENCE

Smoking Policy in the  
Village  
File No. 3009

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

**That** correspondence from Judi Spence, received January 25, 2016, regarding smoking policy for the Village be received and referred to staff.

CARRIED

Orphan Cub Policy  
File No. 3009

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

**That** correspondence from The Honorable Mary Polak, Minister of Environment and The Honorable Steve Thompson, Minister Forests, Lands and Natural Resource Operations received January 14, 2016, regarding the Orphan Bear Policy be received and refer to the Bear Advisory Committee.

CARRIED

Order of British Columbia  
File No. 3009

Moved by Councillor S. Anderson  
Seconded by Councillor S. Maxwell

**That** correspondence from Karen Felker, Coordinator for the Order of British Columbia received January 14, 2016, regarding a call for nominations for the Order of British Columbia be received.

CARRIED

District Energy System  
(DES) Complaint  
File No. 3009

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

**That** correspondence from Catherine Haufschild, dated January 21, 2016, regarding ongoing costs and issues with her DES be received and referred to staff.

CARRIED

District Energy System  
(DES) Issues  
File No. 3009

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

**That** correspondence from Chris Simeoni received January 21, 2016, requesting information on the DES Bylaw and issues with his DES be received and referred to staff.

CARRIED

Toastmasters Month  
Proclamation  
File No. 3009.1

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

**That** correspondence from Vladimira Horvathova, Division H Director for Toastmasters received January 24, 2016, requesting that February be received and February proclaimed as Toastmasters month.

CARRIED

Syrian Refugee Update  
File No. 3100.02

Moved by Councillor J. Crompton  
Seconded by Councillor J. Grills

**That** correspondence from Honorable Shirley Bond, Minister of Jobs, Tourism and Skills Training and Minister Responsible for Labour received January 21, 2016 regarding an update on the ongoing arrival of Syrian Refugees into British Columbia be received and referred to staff and the Whistler Refugee group.

CARRIED

Noise Bylaw Review  
File No. 3009

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

**That** correspondence from Paul Fournier received February 4, 2016 requesting a review and update of the noise bylaw be received and referred to staff.

CARRIED

Whistler Climate Change  
Support  
File No. 3009

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

**That** correspondence from Marie A. Helene Binet received February 10, 2016 requesting that Whistler make bolder and timelier climate action decisions be received and referred to staff.

CARRIED

Heritage BC Week  
File No. 3009

Moved by Councillor J. Grills  
Seconded by Councillor J. Crompton

**That** correspondence from Kathryn Molloy, Karen Dearlove and Maxine Schleger of Heritage BC received January 21, 2016 regarding Heritage BC Week from February 15 – 22<sup>nd</sup>, 2016 be received.

CARRIED

## ADJOURNMENT

Moved by Councillor J. Crompton

**That** Council adjourn the February 16, 2016 Council meeting at 7:00 p.m.

CARRIED

\_\_\_\_\_  
Mayor N. Wilhelm-Morden

\_\_\_\_\_  
Corporate Officer: S. Story



## REPORT | ADMINISTRATIVE REPORT TO COUNCIL

**PRESENTED:** March 1, 2016  
**FROM:** Resort Experience  
**SUBJECT:** DVP 1102 – 8289 VALLEY DRIVE – VARIANCES FOR PARKING AND RETAINING

**REPORT:** 16-018  
**FILE:** DVP 1102

### COMMENT/RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

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

### RECOMMENDATION

**That** Council approve the issuance of Development Variance Permit DVP 1102 for the proposed development located at 8289 Valley Drive to:

1. Vary the front setback for a retaining wall from 7.6 m to 0.0 m;
2. Vary the number of required parking stalls from three to two;

All as shown on Architectural Plans 1, 2, 3, 4, 5, 8, 9, and 10 dated December 4, 2015, prepared by Innovation Building Group, attached as Appendix C to Administrative Report No. 16-018.

### REFERENCES

Location: 8289 Valley Drive  
Legal: Lot 57, District Lot 7300, Plan 13762  
Owners: Kathleen Jean Rhea, and James Leland Armstrong  
Zoning: RS1 (Single Family Residential One)

Appendices 'A' – Location Plan  
'B' – Site Photos  
'C' – Plans of Proposed Development  
'D' – Correspondence from Owners dated June 30, 2015  
'E' – Correspondence from Owners dated February 12, 2016

### PURPOSE OF REPORT

This report seeks Council's consideration for variances to "Zoning and Parking Bylaw 303, 2015" to:

1. Vary the front setback for a retaining wall;
2. Vary the number of required parking spaces.

Section 498 of the Local Government Act allows Council to vary regulations contained in a zoning bylaw by way of a development variance permit.

## DISCUSSION

### Background

The subject property is a steeply sloping downhill lot located on the East side of Valley Drive North of the intersection with Mountain View Drive. The dwelling at 8289 Valley drive was constructed in 1978 under Building Permit W-35-78 (issued June 24, 1978). Building Occupancy was issued on July 26, 1980.

As described by the owners in their correspondence (attached to this report as Appendix D), Valley Drive was subsequently re-graded, raising its elevation roughly 1.5 m with respect to the subject property. At the same time, the RMOW raised the original parking structure for this parcel to meet the road level. This parking structure has now decayed to the point of needing replacement.

Photos of the existing structure are attached to this report as Appendix B.

### Current Application

Development Variance Permit DVP 1102 proposes to replace the existing unusable structure with a new freestanding garage building incorporating an auxiliary residential dwelling unit below the garage. In order to achieve this, the owners are requesting Council's consideration of two variances to the Zoning Bylaw as follows:

**1. Vary the front setback for a retaining wall from 7.6 m to 0.0 m.**

As noted, this is a steeply sloping downhill lot. The parcel drops approximately 5 metres from the front parcel line to the existing dwelling and a further 5 metres to the rear parcel line, for a total grade change of 10 metres.

The proposed retaining wall would be entirely below the driveway; and, therefore, would not be visible from the street. The purpose of the wall is to retain the grade so that a driveway can be constructed connecting the street to the proposed auxiliary garage building.

Staff support this variance as the wall will not be visible from the street.

**2. Vary the required number of parking stalls from three to two.**

Per the requirements of the Zoning Bylaw, the existing dwelling requires two stalls and the proposed suite requires one additional stall. The owners have submitted correspondence (attached to this report as Appendix E) noting that, at Council's discretion, they are willing to designate one of the two garage stalls as parking for the auxiliary residential dwelling unit.

Staff support this variance due to the difficult topography on the site. Creating a third parking stall would require still more retaining and site disturbance.

Plans depicting the proposal are attached as Appendix C. The requested variances are described in the accompanying table:

Variance Request	Zoning and Parking Bylaw 303, 2015 Regulation			
1. Vary the front setback for a retaining wall from 7.6 m to 0.0 m.	Whistler “Zoning and Parking Bylaw 303, 2015” states:  Part 12 – Subsection 1(13): Setbacks  (13) The minimum permitted front setback is 7.6 metres.			
2. Vary the required number of parking stalls from three to two.	Whistler “Zoning and Parking Bylaw 303, 2015 states:  Part 6 – Table 6-A			
	Type of Use	Required Parking	Required Bus Parking	Required Loading
	Auxiliary Residential Dwelling Unit	1 space per dwelling unit	None required	None required
	Residential building containing two or less dwelling units	2 spaces per dwelling unit with a gross floor area of 235 metres or less, 3 spaces per dwelling unit greater than 235 square metres but less than 325 square metres, and 4 spaces per dwelling unit in excess of 325 square metres.	None required	None required

## WHISTLER 2020 ANALYSIS

W2020 Strategy	TOWARD Descriptions of success that resolution moves us toward	Comments
Built Environment	Limits to growth are understood and respected.	The changes proposed under DVP 1102 will improve the existing situation whereby the owners are currently parking in the road r-o-w due to the unsafe nature of the existing structure. All improvements will be contained entirely on the site.
Partnership	Partners work together to achieve mutual benefit.	RMOW staff and the owners’ agent have worked together to reach a solution that works for both parties. The owners are able to construct their new garage and RMOW snow-clearing benefits by moving the vehicles associated with this parcel off the road r-o-w. The municipality further benefits by having one new auxiliary residential dwelling unit in the inventory.
W2020 Strategy	AWAY FROM Descriptions of success that resolution moves away from	Mitigation Strategies and Comments
	None.	

## OTHER POLICY CONSIDERATIONS

### DVP Criteria

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

Potential Positive Impacts	Comment
Complements a particular streetscape or neighbourhood.	This proposal will improve the streetscape as the existing parking structure is decayed and unusable. The proposed retaining wall requiring the variance will not be visible from the street.
Works with the topography on the site, reducing the need for major site preparation or earthwork.	The reduced number of required on-site parking stalls will result in less site disturbance.
Maintains or enhances desirable site features, such as natural vegetation, trees and rock outcrops.	
Results in superior siting with respect to light access resulting in decreased energy requirements.	N/A
Results in superior siting with respect to privacy.	N/A.
Enhances views from neighbouring buildings and sites.	N/A

Potential Negative Impacts	Comments
Is inconsistent with neighbourhood character.	N/A
Increases the appearance of building bulk from the street or surrounding neighbourhood.	N/A. The proposed retaining wall will not be visible from the street and the proposed auxiliary garage building meets all Zoning Bylaw regulations.
Requires extensive site preparation.	Some site preparation is required; however, the reduced on-site parking requirement results in less site disturbance than would otherwise be necessary.
Substantially affects the use and enjoyment of adjacent lands (e.g. reduces light access, privacy, and views).	N/A
Requires a frontage variance to permit greater gross floor area, with the exception of a parcel fronting a cul-de-sac.	N/A
Requires a height variance to facilitate gross floor area exclusion.	N/A
Results in unacceptable impacts on services (e.g. roads, utilities, snow clearing operations).	The changes proposed under DVP 1102 will improve the existing snow clearing situation and are acceptable to RMOW Infrastructure Services Department.

### **Zoning and Parking Bylaw 303, 2015**

As noted, the parcel is Zoned RS1 (Single Family Residential One). The requested variances are described in detail in the discussion section of this report. The proposal meets all other regulations of Zoning and Parking Bylaw 303, 2015.

### **BUDGET CONSIDERATIONS**

There are no significant budget implications associated with this proposal. Development Variance Permit Application fees provide for the recovery of costs associated with processing this application. Building Permit fees will be applicable at the time of Building Permit.

### **COMMUNITY ENGAGEMENT AND CONSULTATION**

A sign describing DVP 1102 is posted on the property. Notices were sent to surrounding property owners on January 27<sup>th</sup>, at the time of writing of this report no responses have been received. Should any responses be received subsequently, they will be provided to Council at the March 1<sup>st</sup> meeting.

### **SUMMARY**

Development Variance Permit DVP 1102 requests Council's consideration of proposed variances to Zoning and Parking Bylaw 303, 2015 to vary the front setback for a retaining wall and to vary the required number of parking stalls on this property from three to two.

Respectfully submitted,

Roman Licko  
PLANNING TECHNICIAN  
For  
Jan Jansen  
GENERAL MANAGER of Resort Experience



**APPENDIX A**

**Development Variance Permit Application No. 1102  
8289 Valley Drive**



**Subject Lands:**  
8289 Valley Drive









RECEIVED  
APR 16 2015  
RECEIVED BY: [illegible]  
RECORDS MANAGEMENT  
BY WHISKEY

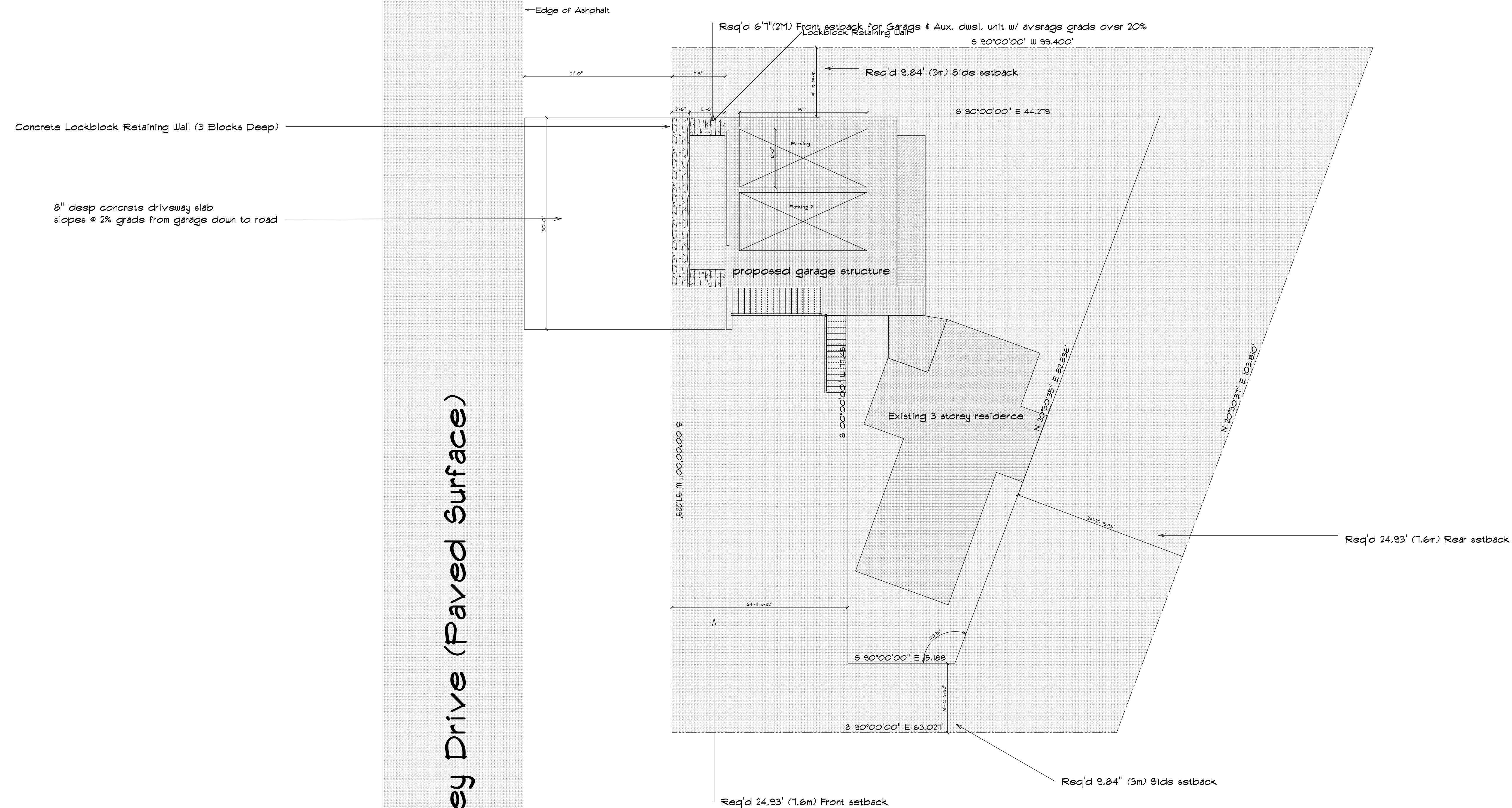


Lot Area: 7900 S.F.

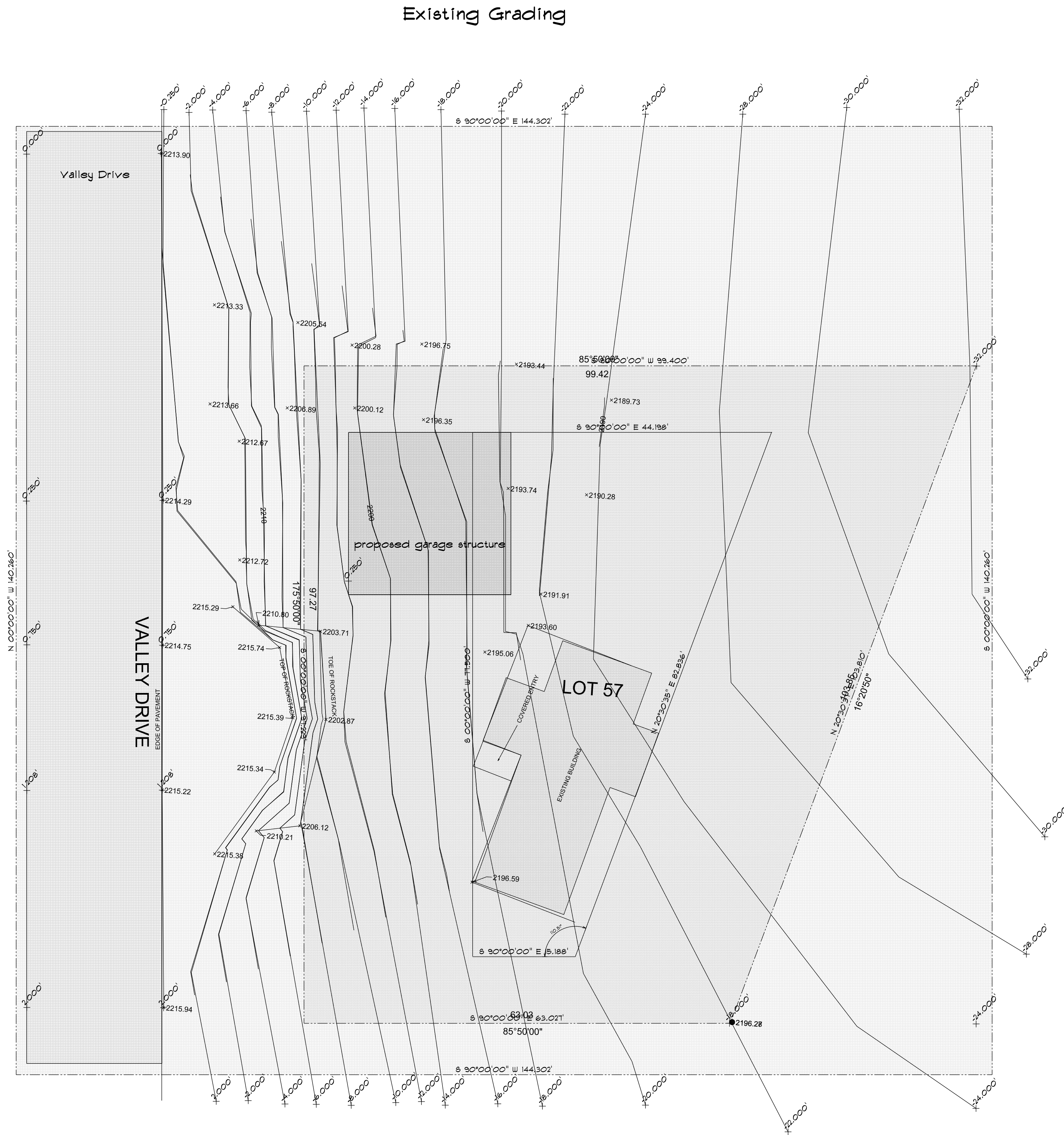
Notes:

- 1) All construction to meet the requirements of GRP. C, Part 9, Division B 2012 ED. BC Building Code.
- 2) Parking 1 & 2 conforming in garage
- 3) Garage is built in same location as existing raised wood parking structure that is no longer safe to use.

North

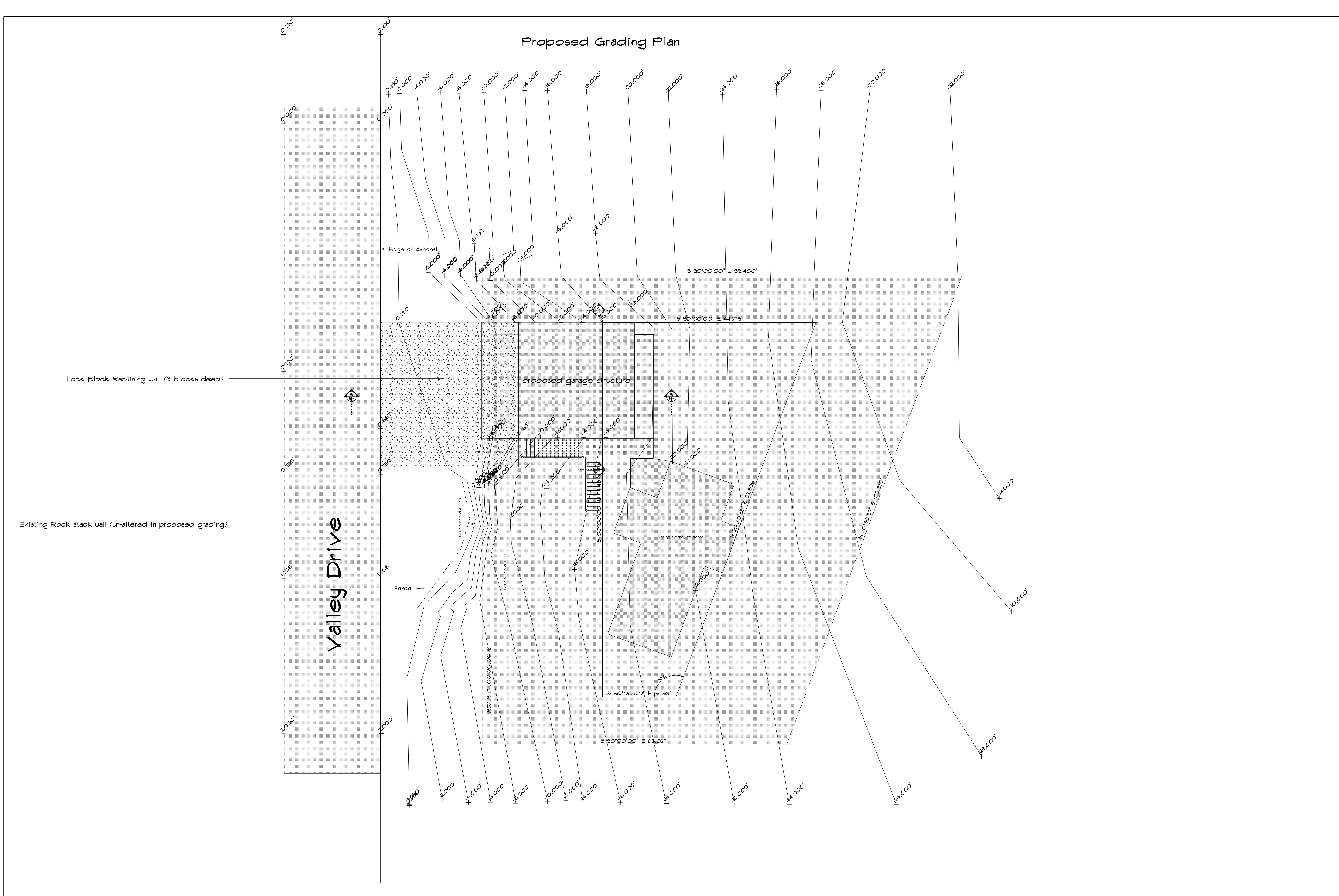






Grades are determined by survey conducted by Doug Bush Survey Services Ltd. March 13th 2015

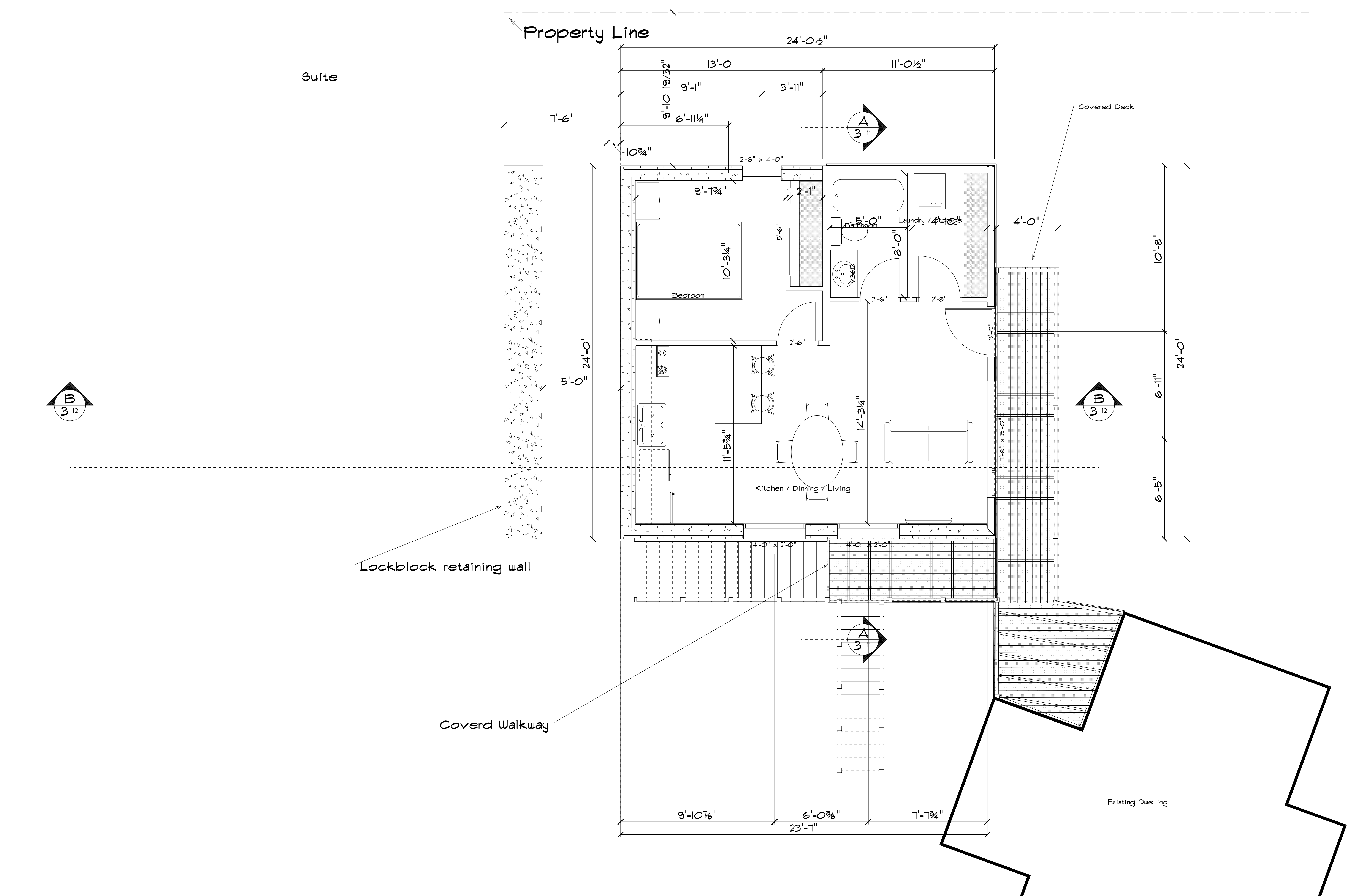






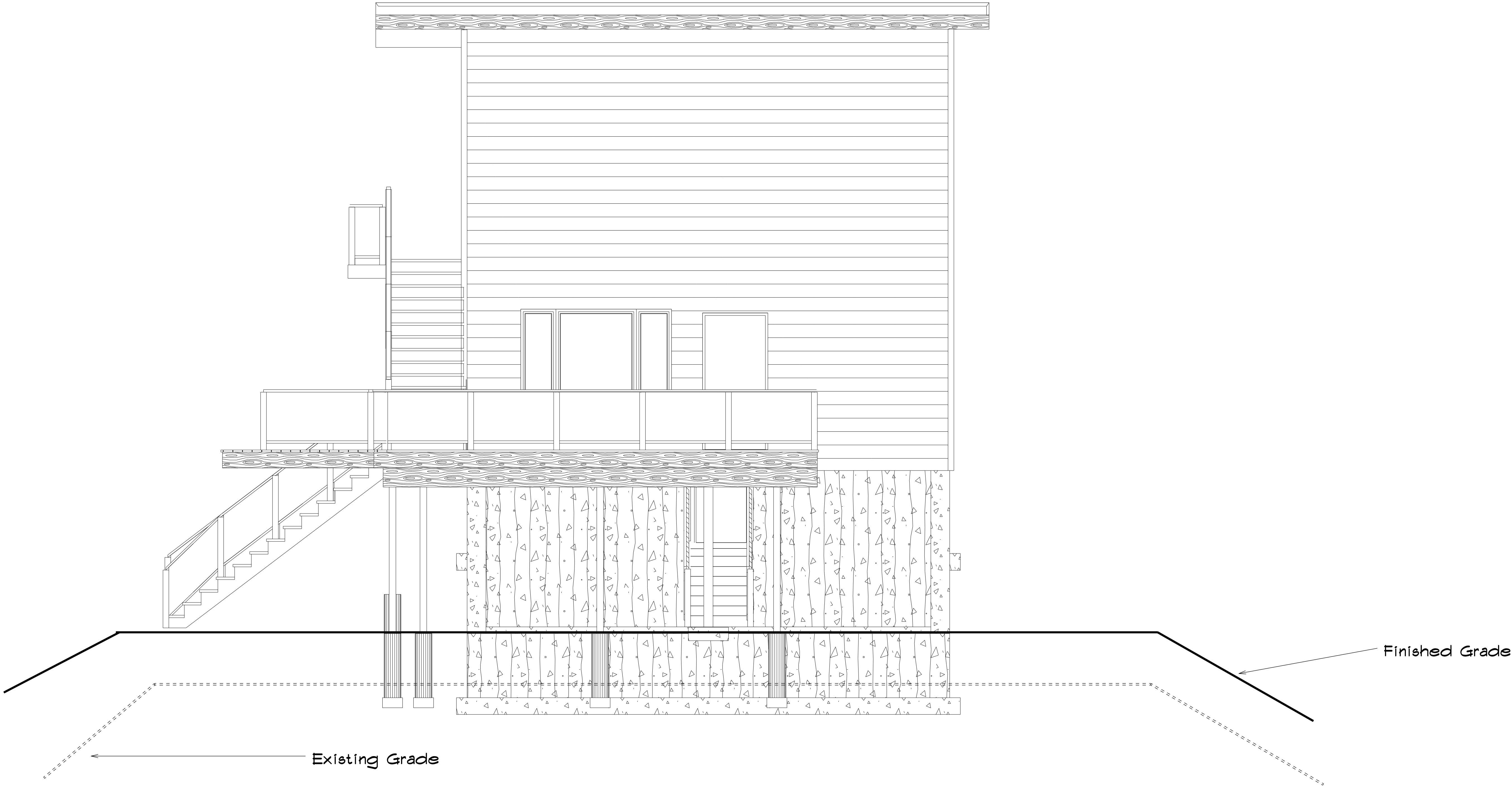








East Elevation



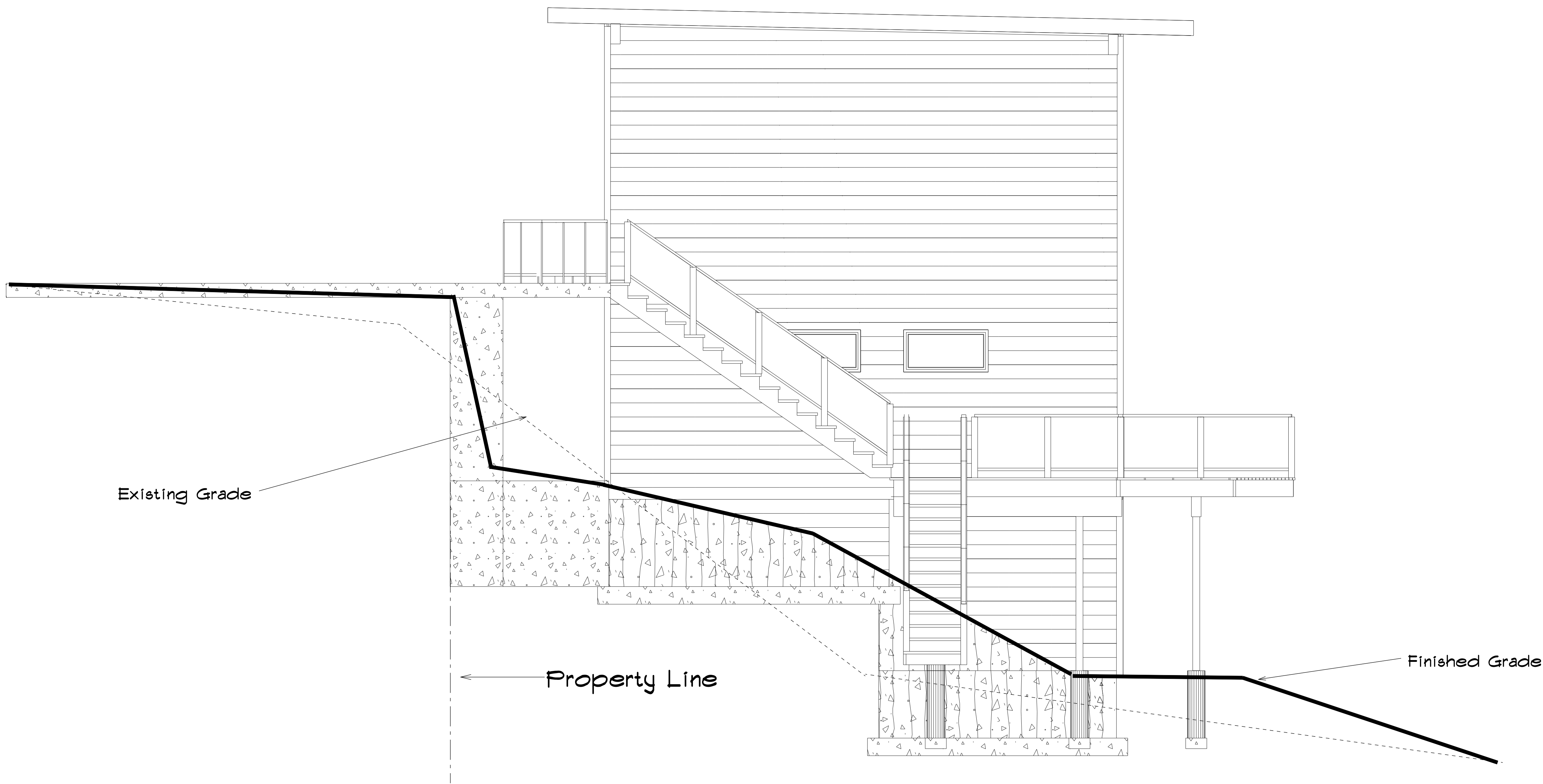
Limiting Distance Calc.  
L.D. = 9.84' (3m)  
Exposed face = 521 S.F. (48.4024 m<sup>2</sup>)  
Allowed = 8%  
Proposed = 1.2% @ 10 S.F. (0.9290 m<sup>2</sup>)



— Existing Grade

## Property Line

South Elevation



June 30, 2015

Municipality of Whistler  
Engineering Department  
Planning Department

8289 Valley Drive "Oma's Place"

Dear Sir or Madam:

I would very much appreciate the courtesy of the head of planning and the head of engineering to attend at our property with our designer Rod Nadeau to assist us in coming up with a solution to rebuilding the parking deck where it is situated with a garage and suite below.

Our lot is a hardship lot due in a large part to decisions by the Municipality of Whistler decades ago. When the cabin and original parking deck were built the Valley Drive road way was about 4-5 feet lower than it presently is. The municipality relatively shortly after our house/parking deck were built for whatever reason raised the roadway. When they did this of course the parking deck was 4-5 feet too low. The municipality extended the "telephone pole" style retaining wall, and back filled with poles, and 8 x 8's crisscrossed and fill.

On top of the original parking deck the municipality designed, permitted and built a "Rube Goldberg" style extension complete with an extra pile at the end and strapped the whole structure together like a giant Lego structure. The problem was that there was no way to maintain the lower original deck and over many years, the lower deck rotted out. As well, there was creep from the extra fill raising the roadway, and the deck/piles/retaining wall all deviated. Once you get onto our property and look at the two-tiered deck and the Rube Goldberg addition I would hope the reasonableness of our proposed solutions and options are self-evident.

The parking deck cannot be repaired it has to be replaced. As a responsible business owner and storeowner in Whistler we had hoped to add a suite under the new parking structure/garage. We have several of our employees who would like to rent the suite when built and we will be renting at a discount to one of our employees.

Life like business is path dependent; current strategic choices are limited and fully dependent on past decisions. When the roadbed of Valley Drive was raised in front of our property, this complicated and limited our ability to meet 2015 building regulations. The extra height compounds a height problem. The decisions of RMOW decades ago mean we are unable to meet current standards and build a conforming structure without exorbitant costs. I am sure current staff are unaware that decisions by their distant predecessors are the reason for the "pickle" my wife and I are in with our parking deck.

Had the roadway not been raised, our parking deck would have been easily maintained, and we would have had a parking deck that was functional and still standing. We would not be contemplating taking out a mortgage at 60 to build a structure that allows us to provide the parking on our lot that is required by current regulations.

We fully understand that in the early days of Whistler, development here was a little like the wild, Wild West. I doubt that when the road way was raised, a geotechnical engineer was involved in the design of the retaining system from the roads edge to the property line (where the current retaining wall is). I also assume that the RMOW in the early days did not obtained a geotechnical or engineering design and certificate on this "Rube Goldberg" solution. They had a problem and they fixed it quickly, on the fly.

However, our problems today flow from the substandard design, and construction decisions made to raise the original deck to its current form and its failure.

Our designer has come up with some solutions for building the new structure that have all to my understanding been approved elsewhere either in Alpine Meadows or other areas of Whistler for other home owners. Before we go to council we would like to have an understanding of what solutions are available to us to build the replacement to the parking deck at a reasonable cost. We fully understand our responsibility to provide parking on our site; however, it has been made much harder due to the raising by 4-5 foot of Valley Drive.

We are trying to build this structure in the same spot without having to incur outrageous construction costs. If we are forced to build retaining walls 20-25 foot tall with massive amounts of back fill the cost of this build will be inflated by at least \$250,000.

I am not an engineer, however, the original solution by the municipality decades ago appears to have the retaining wall/ backfill driveway primarily built on municipal property and the retaining wall is basically on the property line. What we would like to do is in essence to "replace in situ" the original structures built by the municipality with engineered concrete blocks that we can stack and backfill at a reasonable cost without being forced to build free standing 20-25 foot retaining walls that will require massive amounts of engineering, geo technical consulting and construction costs.

One of the companies I own develops, builds, and operates strata retail units, and I am well aware of how engineering and construction costs can escalate.

If the Municipality had not raised the roadway, we would also not need a height variance. We could have built the suite under the garage basically over a small crawl space like the original cabin.

Our cabin is tiny by today's standards and personally my wife and I hate the monster homes in Whistler. We are trying to build a safe, small, legal suite to provide some revenue to offset the cost of the parking structure to replace the failing one. We are



trying to do this at a reasonable cost – it is daunting at 60 to be faced with a mortgage to provide parking although we do recognize our obligation to do so.

By training and nature, I like win-win solutions. We are asking for some institutional memory of who created the problem we face, and some flexibility in solving together a situation materially affected by decisions made by the Municipality of Whistler decades ago in raising the roadbed of Valley Drive.

The municipality in the past 5-10 years has made equity decisions to allow our neighbours to build using some/all of the solutions we are proposing at 8289 Valley Drive. We would ask for the same courtesy and understanding that has been shown elsewhere in Whistler.

We would really appreciate the cooperation of engineering and planning departments in helping us to build a cost effective design that meets the RMOW needs on a highly compromised and challenging “hardship” lot. We can’t even sell the property without a proper parking structure. We have no choice but to incur the costs of replacement.

If Planning and Engineering will support the additional height and the retaining wall in the setbacks this would be greatly appreciated and assist us in building a cost effective structure.

I have asked Mr. Rod Nadeau to contact the head of planning when he returns July 5 or 6<sup>th</sup>. Unfortunately I cannot attend this meeting as I am leading a strategy planning session in Alberta for one of the boards I sit on.

I will be back July 13, and then leave for another board meeting that I chair. I will be back in BC around the last week of July and would be more than happy to drive up to Whistler to attend a second meeting with the head of planning and the head of engineering, and Mr Rod Nadeau if need be.

In the interim, I will be able to respond to emails while I am gone, Jim Armstrong, [aarm@axion.net](mailto:aarm@axion.net), or by phone 1-604-762-5437 during breaks in our meetings.

Thank you in advance for your attention to our issues. We look forward to working with the Municipality to achieve a solution that meets all stakeholders’ needs.

Regards as always,

Jim Armstrong B.Sc., MBA, DMD, MBA (Public Policy/Strategy)  
Managing Director Aarm Dental Group  
Adjunct Professor Sauder School of Business, UBC

**Kay Chow**

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**From:** Jim Armstrong <aarm@axion.net>  
**Sent:** Friday, February 12, 2016 3:40 PM  
**To:** Planning  
**Subject:** DVP 1102 -- 8289 Valley Drive, Whistler

Thank you Roman for staff's support on our application. Kathleen Rea and I have owned the property for about 23 years. Due to the raising of the grade of the roadway of Valley Drive by about 4 feet, the contractor engaged for the road construction added an extension to the original deck. This extension created a situation where the lower deck could not be maintained and over the years it has rotted and degraded to the point where the whole structure needs to be replaced.

We are excited about being able to build a separate one bedroom suite as part of the replacement of the parking deck. I have been a commercial owner for about 16 years in Whistler and for the last 12 years we have had our Aarm Dental Group in our space. While WHA has done a marvellous job of creating housing opportunities for Whistler employees, there is still unmet need. We have 3 of our current staff commuting from Squamish who would love to rent in Whistler. We hope to be able to offer one of our employees the rental and it will be under market rates. We currently pay each of our employees \$150 every 2 weeks on top of their salaries to assist with their housing expenses in Whistler or commuting expenses if they have to commute from Squamish.

If council requires, we are more than willing to guarantee one of the garage parking spots for the suite tenants. While we only have 2 legal parking places, we do have 3 more non-conforming parking spots which are in the road and municipal setback at least partially. This is very common on Valley Drive. 8265 Valley Drive has 4 non conforming parking spaces for their tenants/owners; 8293 has two; 8297 has three; 8284 has 3; 8288 has 4; etc as you move down the street in either direction. On our side there is a deep gulley and on the other side the mountain starts right behind the houses. The topography in Whistler often creates hardships for owners and the construction of the homes and required parking.

Thank you very much for council's consideration of our variance request.

Yours Sincerely,  
Kathleen Rea  
Jim Armstrong



# REPORT ADMINISTRATIVE REPORT TO COUNCIL

**PRESENTED:** March 1<sup>st</sup>, 2016

**REPORT:** 16-020

**FROM:** Corporate and Community Services

**FILE:** 8025.03

**SUBJECT:** MPSC PHASE 2 ROOF REPLACEMENT CONTRACT FOR METRO ROOFING

**COMMENT/RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER**

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

## RECOMMENDATION

**That** Council consider the award of a contract to Metro Roofing for the completion of phase 2 of the roof replacement project at the Meadow Park Sports Centre in the amount of \$1,454,016.

## REFERENCES

## Appendix A – Cost Summary of recommended Metro Roofing Contract

## PURPOSE OF REPORT

The purpose of this report is to obtain Council approval and authorize staff to award the construction contract for phase 2 of the roof replacement project for the Meadow Parks Sports Centre (MPSC). Approval is sought to enter into a contract with Metro Roofing for the amount of \$1,454, 016 to have this work completed..

## DISCUSSION

During phase 1 of the MPSC Roof Replacement project in the Fall of 2014 (above the pool area) various “cut-test” were performed on the rest of roof area of MPSC to determine the condition of the existing roofing system which was between 20 to 22 years old at that time. Typical observations made at that time revealed:

- Water saturated roof assemblies observed on all roof areas reviewed.
- Open seams and damaged membrane at multiple locations of the roof membrane system.
- Evidence of numerous previous membrane patches.
- Blisters and significant tenting of the membrane around roof penetrations and curbs.
- Both top and side mounted corroded fasteners, penetrating through the waterproofing membrane.
- No saddle flashings at roof curb to wall transitions. Terminations rely on failed sealants for waterproofing.
- Build-up of organics. Evidence of substantial ponding of water.
- Corroded metal flashings and mechanical equipment.
- Corrosion and water staining of the steel deck and structural steel framing. The level of corrosion was significantly greater along the pool roof area.
- Corroded reinforcement, efflorescence and cracks along the underside of the concrete roof deck of the administration building.



The corresponding report recommended that the roof be replaced within the next couple of years and in the fall of 2015 staff engaged the original structural engineers to undergo design of the new roof assembly for the facility based on a similar design standard as phase 1. The bid package for phase 2 was released on BCBid and whistler.ca on December 10, 2015 and a mandatory pre-bid site meeting was held on December 15, 2015 for contractors. The bid closed on January 15, 2016 and a total of 8 bids were received.

Within a few days of the bid deadline, staff received a recommendation from our contracted engineers to accept the bid from Metro Roofing as it was the lowest fully compliant bid. Staff are seeking Council's authorization to execute a contract based on the Metro Roofing Cost Summary Sheet attached as appendix A. This sheet outlines the prices received from Metro Roofing for the main roofing component of the project, some additionally priced work and some roof warranty/guarantee options.

The scope of work for the main re-roofing components of the project are as follows:

- Removal of existing roofing material and insulation down to the steel deck.
- Replacement or subsidizing of corroded steel decking when encountered.
- Detailing around penetrations and mechanical equipment. Raising units as required to accommodate additional insulation.
- Reinstallation of mechanical equipment to resist lateral loads in accordance with the BC Building Code.
- Installation of new drains and sloped insulation and cricket packages as required to provide positive slope to drain.
- Installation of new conventionally insulated 2 ply styrene butadiene styrene (SBS) modified bitumen roofing system.

The total roof area included in phase 2 work is 49,640 square feet and is scheduled to take place between April and October of this year. As a comparison, phase 1 work totaled 12,770 square feet. In this respect, phase 2 work is almost four times the size of phase 1. Phase 2 will not require weather protection as was required for phase 1 (which was a cost of approximately \$130,000). Staff is recommending approval for the additionally priced items (as detailed in Appendix A) in order to become fully compliant with updated building code and WorkSafe BC regulations. This with respect to roof access and fall protection. Staff is also recommending purchase of the Roofing Contractors Association of British Columbia's (RCABC) 10 year roof guarantee to cover this phase of the project. Given the size and scope of work included in phase 2. The following services and assurances are provided as part of this package:

- Independent, third-party Inspections at pre-determined intervals, typically starting with a deck surface inspection, then taking place during the actual roofing application
- Final inspection upon completion
- Written report by an independent inspection company
- Roof System Record including Guarantee Certificate and Roof Maintenance Guide
- Re-inspection two years following completion to ensure the roof is performing to standards
- Five year anniversary re-inspection
- Eight year anniversary re-inspection
- Written reports presented to owner

Phase 2 costs for roof replacement is approximately \$28 per square foot. This versus \$38 per square foot paid for phase 1 and \$48 per square foot if you factor in the cost for weather protection.

## WHISTLER 2020 ANALYSIS

W2020 Strategy	TOWARD Descriptions of success that resolution moves us toward	Comments
Built Environment	Building design, construction and operation is characterized by efficiency, durability and flexibility for changing and long-term uses	The new roof assembly will be more durable, easy to repair and less prone to leakage.
Finance	The long-term consequences of decisions are carefully considered	Specifically with respect to the 10 year RCABC guarantee
Recreation and Leisure	Recreation and leisure are part of the Whistler lifestyle and all community members are able and encouraged to participate	This will provide at least another 30 years of life to the MPSC with respect to this major building envelope component

W2020 Strategy	AWAY FROM Descriptions of success that resolution moves away from	Mitigation Strategies and Comments
Materials and Solid Waste	Whistler is using durable materials that are less environmentally harmful, preferring recycled, natural and sustainably harvested materials, and plentiful metals	Roof assembly is made of petroleum based products but it should last upwards of 30 years and this product is the present industry standard for commercial roofing applications.
Materials and Solid Waste	Substances and chemicals that are harmful to human health are being eliminated, replaced, or managed in a way that they do not disperse in nature	Old roof assembly will be disposed of appropriately and any portions that can be recycled will be required as such. To be made part of a contract addendum (if required).

## OTHER POLICY CONSIDERATIONS

A building permit will be required for this project as it is a different type of roof assembly as previously installed at MPSC.

## BUDGET CONSIDERATIONS

This work has been budgeted for 2016 in Project M002: Recreation Infrastructure Replacement, for a total cost of \$1.7 million dollars including all the construction costs (\$1,454,016), tendering, contract administration and permitting costs.

## COMMUNITY ENGAGEMENT AND CONSULTATION

The Recreation and Leisure Advisory Committee has been made aware of this project and has been advised of the process undertaken by staff to proceed with phase 2 including the anticipated costs for the work.

## SUMMARY

Based on the need to replace the remaining of the roof assembly at MPSC, staff is seeking Council's authorization to execute a construction contract for this work with Metro Roofing for a total cost of \$1,454,016.

Respectfully submitted,

Roger Weetman  
Manager of Recreation  
for  
Norm McPhail  
General Manager of Corporate and Community Services

## Appendix A-Cost Summary of recommended Metro Roofing Contract

Cost Summary		Pricing
1. Metro Roofing Lump Sum Construction Value (not including Separate Price Items or GST)		<b>\$1,317,075</b>
2. Metro Roofing Separate Price Items (not including GST):	Separate Price Items (not recommended as part of project scope)	Separate Price Items (Recommended as part of project scope)
A9.1 Labour and Material Bond		\$6,398
A9.2 10 yr RCABC Guarantee		\$92,242
A9.3 15 Yr Extended Membrane Manufacturer Warranty	\$7,491	
A9.4 20 yr Extended Membrane Manufacturer Warranty	\$9,391	
A9.5 Mechanical Platform, Guards and Ladder Retrofit (At northeast corner of change room roof area)		\$25,191
A9.6 Ice Arena – Ground Floor Ladder + Remove Abandoned Mechanical Unit		\$11,242
A9.7 Ice Arena – Fixed Ladder and Cage Retrofit		\$1,868
Recommended Separate Price Items Sub-Total	<b>\$136,941</b>	
<b>*TOTAL (not including GST)</b>		<b>\$1,454,016</b>

\*Does not include tendering, contract administration or permitting costs



## REPORT | ADMINISTRATIVE REPORT TO COUNCIL

**PRESENTED:** March 1<sup>st</sup>, 2016

**REPORT:** 16-017

**FROM:** Corporate and Community Services

**FILE:** 8023.01

**SUBJECT:** BCBIKE GRANT FOR VALLEY TRAIL EXTENSION AT MPSC

### COMMENT/RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

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

### RECOMMENDATION

**That** Council endorse an application to the provincial BikeBC funding program for the Valley Trail Extension at Meadow Park Sports Centre project.

### REFERENCES

Appendix A – Concept Plan

Appendix B – BikeBC Costing Sheet

Appendix C – Full Costing Sheet

### PURPOSE OF REPORT

The purpose of this report is to seek Mayor and Councils support for this project to be eligible to apply for grant funding from BikeBC for a planned valley trail extension project at the Meadow Park Sports Centre (MPSC) to provide improved and safer cycling access to the facility.

### DISCUSSION

Early last summer, staff began to look at eligible projects within the RMOW that qualified for grant funding under the BikeBC program. The Province has committed \$ 18 m over three years to encourage BC communities to develop new cycling infrastructure;

Eligible proposals need to demonstrate that the project:

- Is a **new** project
- Is part of an adopted bicycle network plan
- Is ready for construction and can be completed within one year of funding approval (i.e. shelf ready)
- Promotes transportation (commuter) cycling
- Helps to reduce traffic congestion
- Helps to reduce greenhouse gas (GHG) emissions
- Provides a safe cycling environment

Staff have determined that a project that extending the valley trail network to add a section of valley trail in front of the Meadow Parks Sports Centre (MPSC) is a project which qualifies. During the summer of 2015, staff performed bicycle counts during the months of July and August as is required for the grant application.

In September of 2015, a landscape architect was engaged through an RFP to develop a concept plan for this potential project (Appendix A). This is included in the BikeBC Costing Sheet (Appendix B) which also outlines eligible costs which qualify for a 50% funding through the BikeBC grant process. Appendix C shows the full cost estimate for this project, which totals \$304,355.

The concept plan includes the following:

- Building a new separated trail section (with lighting) into the existing treed area to the North of the main entrance/exit roadway which connects to the existing valley trail.
- Building a new trail section along the front of the arena in the existing landscaped area that provides access to the front of MPSC.
- Building a new trail section along the front of the leisure pool at grade level (i.e. parking lot).
- Moving the existing E-car charging infrastructure to the west of the parking lot and providing sufficient conduit to this area to expand E-car charging stations in the area for the future.
- Moving the existing bus shelter into the landscaped area on the southwest corner of the exterior of the arena.
- Sets aside an area on the exterior of the squash courts for a future covered bike rack as a potential future phase for this project.

It is important to note that the area in front of MPSC, where this new Valley Trail extension/addition is proposed is in need of rejuvenation. This with respect to upgrades of the existing irrigation system. There is also a need to deal with mature trees that are now contacting the building – above and below ground level. These trees located along the exterior of the arena and squash courts. This project, if approved by Council and BikeBC, would provide the opportunity for rejuvenation along the front side of MPSC.

Detailed construction drawings are in progress and are expected to be done prior to the grant application deadline to show that this project is “shelf ready”. Staff are in the process of completing the grant application which is due on April 8th, 2016. Council endorsement is a required part of the BikeBC application for funding.

## WHISTLER 2020 ANALYSIS

W2020 Strategy	TOWARD Descriptions of success that resolution moves us toward	Comments
Visitor Experience	Visitors feel genuinely welcome	This project will provide a more welcoming entrance experience into MPSC
Transportation	Whistler policy, planning and development prioritizes preferred methods of transportation in the following order: 1. pedestrian, bicycle and other-non-motorized means, 2. transit and movement of goods, 3. private automobile (HOV, and leading low-impact technologies), 4. private automobile (SOV, traditional technology)	This project specifically addresses the preferred method of transportation in Whistler
Transportation	The convenience and seamlessness of the alternative transportation system to, from and within Whistler ensures usage rates continue to rise	Along with the pending “Mons Connection” this will make a “seamless” access to MPSC along the valley trail from both the north and south.

W2020 Strategy	AWAY FROM Descriptions of success that resolution moves away from	Mitigation Strategies and Comments
Materials and Solid Waste	Whistler is using durable materials that are less environmentally harmful, preferring recycled, natural and sustainably harvested materials, and plentiful metals	Although asphalt will be installed along the front of the arena for this new trail, the existing asphalted surface will be used in front of the pool and interlocking bricks will be used in front of the building for this project

## OTHER POLICY CONSIDERATIONS

None at this time.

## BUDGET CONSIDERATIONS

This work has been budgeted as a new project for 2016 for a total of \$304,355 with \$216,752 funded by the Parks and Recreation Reserve and \$87,603 funded from the BikeBC Grant.

## COMMUNITY ENGAGEMENT AND CONSULTATION

This project concept was presented to the Recreation and Leisure Advisory Committee on January 14<sup>th</sup>, 2016 and at the meeting the committee passed the following resolution:

“That The Recreation Advisory Committee support the Meadow Park Sports Centre Valley Trail extension as a 2016 project for funding from the Parks and Recreation Reserve funds and any associated pending grant application through Bike BC for 50% funding of eligible costs”

## SUMMARY

Staff is seeking Council endorsement of this new project in order to be able to apply for grant funding from BikeBC.

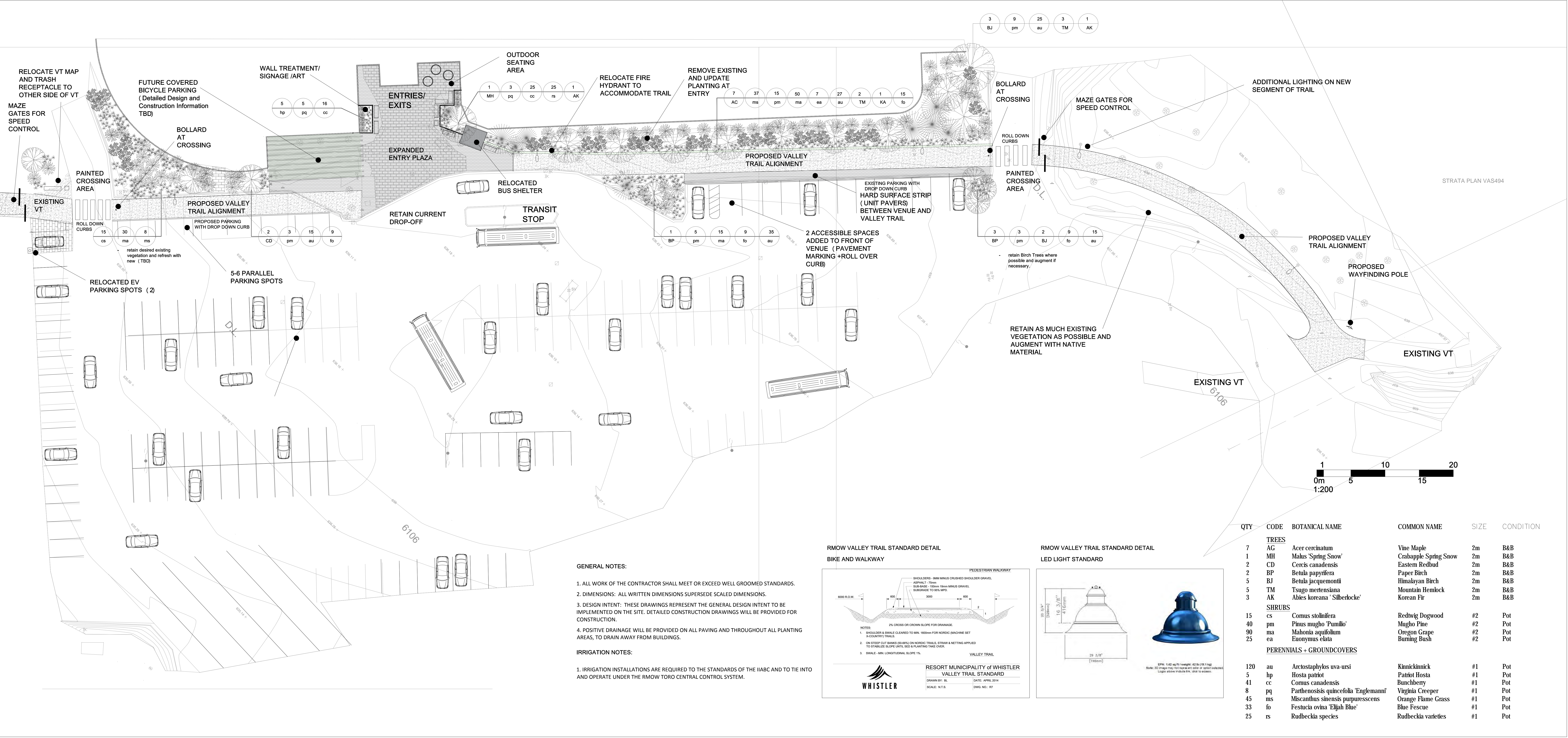
Further, if the application for grant funding is approved by Bike BC that Council provides authorization for staff to proceed with construction as outlined in this report.

Respectfully submitted,

Roger Weetman  
Manager of Recreation  
for  
Norm McPhail  
General Manager of Corporate and Community Services



Appendix A: MPSC Valley Trail Extension Concept Plan



# Valley Trail Connector/ Meadow Park Sports Centre

## VALLEY TRAIL EXTENSION + ENTRY UPGRADE PLAN

PRELIMINARY  
DESIGN SET  
NOT FOR  
CONSTRUCTION

JANUARY 15, 2016  
SCALE 1 : 200

**KSalin Land Planning**  
Landscape Architecture • Planning  
8633 Fessile Lane Whistler BC V8N 1B8  
www.krsalin.com  
krsalin@krsalin.com  
t: 604-957-2907

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WORKS DETAIL		QUANTITY	UNIT	UNIT COST	AMOUNT
Excavation	Type "A" (Solid Rock)	168	m <sup>3</sup>	\$20.00	\$3,360.00
	Type "B" (Other)	422	m <sup>3</sup>	\$12.00	\$5,064.00
Granular Sub-Base: Depth 15 mm/Width 4 m		275	t	\$12.00	\$3,300.00
Granular Base: Depth mm/Width m			t		\$0.00
Compaction		180		\$6.00	\$1,080.00
Watering		180	kL	\$4.00	\$720.00
Primer			L		\$0.00
Pavement: Depth 75 mm/Width 3 m		150	t	\$90.00	\$13,500.00
Shouldering		112		\$65.00	\$7,280.00
Culvert - Type: /Size: mm			m		\$0.00
Storm Drain		150	m		\$0.00
Utility Relocation (Road Authority's Share)		1	m	\$6,000.00	\$6,000.00
Catch Basins		3		\$2,500.00	\$7,500.00
Utility Access Covers					\$0.00
Pavement Markings		3		\$300.00	\$900.00
Traffic Signs		1		\$2,000.00	\$2,000.00
Intersection Lighting		5		\$8,000.00	\$40,000.00
Cyclist Activated Signals and Duct Works: (attach warrant sheets)					\$0.00
Cyclist Actuation Loops					\$0.00
Cyclist Actuation Push Buttons					\$0.00
Traffic Calming Devices (circles, bulges, etc.)		3		\$1,200.00	\$3,600.00
Drop Curbs		120		\$45.00	\$5,400.00
Retaining Walls		30		\$250.00	\$7,500.00
Guardrail			m		\$0.00
Bridge Structures					\$0.00
Fencing			m		\$0.00
Obstruction Removal		1		\$3,000.00	\$3,000.00
Project Management (up to 15%)		1		\$25,000.00	\$25,000.00
Other:		1		\$45,000.00	\$45,000.00
<b>TOTAL COST</b>					<b>\$ \$175,204.00</b>
All contributions by a <b>third party</b> (including a developer) must be deducted ( - )					\$
<b>TOTAL COST = SHAREABLE AMOUNT</b>					\$
Local government share = Minimum of 50%					\$
Provincial share – Maximum of 50% or \$440,000* (whichever is less)					\$
<p>*Based on 20% of BikeBC 2015/16 notional budget</p> <p><b>IMPORTANT NOTICE: The BikeBC 2015/16 budget is subject to confirmation and the final budget may change.</b></p>					

**APPENDIX C: FULL COST ESTIMATE VALLEY TRAIL EXTENSION  
TO MEADOW PARK SPORTS CENTRE**

January 15 2016

<b>Site Demolition</b>				
<i>Item</i>	<i>Unit</i>	<i>Quantity</i>	<i>Unit Price</i>	<i>Installed Price</i>
Clearing and Grubbing `	cbm	450	\$ 25.00	\$ 11,250.00

<b>Site Preparation</b>				
<i>Item</i>	<i>Unit</i>	<i>Quantity</i>	<i>Unit Price</i>	<i>Price</i>
Planting Bed Preparation	sqm	250	\$ 12.00	\$ 3,000.00
Planting Fill	cbm	400	\$ 20.00	\$ 8,000.00
Move Utilities	LS	1	\$ 6,000.00	\$ 6,000.00
Lighting Conduit Install	lm	180	\$ 130.00	\$ 23,400.00
Electrical HookUp	LS	1	\$ 5,000.00	\$ 5,000.00

<b>Hard Landscaping</b>				
<i>Item</i>	<i>Unit</i>	<i>Quantity</i>	<i>Unit Price</i>	<i>Price</i>
Retaining Walls	sqm	15	\$ 300.00	\$ 4,500.00
Valley Trail Construction	lkm	0.18	\$ 250,000.00	\$ 45,000.00
Unit Paving -Plaza	sqm	200	\$ 100.00	\$ 20,000.00
Trail Lights Installed	ea	5	\$ 8,200.00	\$ 41,000.00
Site Furnishings	LS	1	\$ 12,000.00	\$ 12,000.00
Pavement Marking	ea	3	\$ 1,200.00	\$ 3,600.00
Wayfinding Pole	ea	1	\$ 1,500.00	\$ 1,500.00
Drop Down Curbs	lm	90	\$ 40.00	\$ 3,600.00
Rollover Curbs	lm	40	\$ 45.00	\$ 1,800.00

<b>Soft Landscaping</b>				
<i>Item</i>	<i>Unit</i>	<i>Quantity</i>	<i>Unit Price</i>	<i>Price</i>
Small Shrub	ea	90	\$ 15.00	\$ 1,350.00
Medium Shrub	ea	65	\$ 30.00	\$ 1,950.00
Large Shrub	ea	15	\$ 50.00	\$ 750.00
Deciduous Trees	ea	16	\$ 250.00	\$ 4,000.00
Large Coniferous Tree	ea	8	\$ 500.00	\$ 4,000.00
Grasses	per clump	78	\$ 7.00	\$ 546.00
Perennials/Annuals	ea	38	\$ 7.00	\$ 266.00
Ornamental/Specimen Trees	ea	1	\$ 500.00	\$ 500.00

<b>Possibly Funded Separately or at a Later Date</b>				
Move Bus Shelter	ea	1	\$ 5,000.00	\$ 5,000.00
Irrigation	LS	1	\$ 12,500.00	\$ 12,500.00
Fiber Conduit	lm	180	\$ 50.00	\$ 9,000.00

**Sub Total**

\$ 241,552.00

**GST 5%**

\$ 12,077.60

**Contingency**

20% \$ 50,725.92

**TOTAL**

\$ 304,355.52



## REPORT | POLICY REPORT TO COUNCIL

**PRESENTED:** March 1, 2016 **REPORT:** 16-013  
**FROM:** Resort Experience **FILE:** 8221.03  
**SUBJECT:** FOREST & WILDLAND ADVISORY COMMITTEE – TERMS OF REFERENCE

### COMMENT/RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

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

### RECOMMENDATION

**That** Council direct staff to replace the current Council I-9, Forest & Wildland Advisory Committee Terms of Reference with the revised policy as attached as Appendix A to this report number 16-013.

### REFERENCES

Appendix A – Policy I-9

### PURPOSE OF REPORT

The purpose of this policy is to articulate the amended Forest & Wildland Advisory Committee terms of reference.

### DISCUSSION

The Forest and Wildland Advisory Committee (FWAC) is a Council-appointed committee that advises on matters related to forestry, public and commercial backcountry recreation, wildlife management and the Cheakamus Community Forest (CCF). In this role, FWAC does not communicate recommendations or comments directly to outside agencies except the Cheakamus Community Forest but through its minutes to Council. It is then up to Council to direct staff to act on the recommendations.

The last time changes were made to the Terms of Reference was in 2010 with the implementation of FWAC as the public advisory body for the newly formed Cheakamus Community Forest, and the addition of assigned seats to WORCA and AWARE.

FWAC would like to change some of the terms of reference at this time. The change to the term will provide a better balance of experienced members with new members rather than turning over three members each year. The information is complex and requires time to become fully conversant and acquire context.

The change to quorum from 3 to 5 provides better representation of the eleven member committee when decisions are made.

The changes suggested to the Terms of Reference are:

- **Term**
  - **Current:** The term for each member is three years, and each year, three committee members will be replaced. Available positions will be advertised by the Municipality in

September/October. Council will review the applications in December and choose the required new members and reappointments.

- **Proposed:** Membership is an initial three year term that becomes renewable annually to a maximum of six years at Council's discretion. FWAC will review membership against criteria, length of term, and expectations each year in October and advise Council on membership status. Available positions will be advertised by the RMOW in November. If a position becomes available during the year, an advertisement will be placed. Council will review the application(s) and choose the required new member(s) for the earliest meeting start date.

- **Quorum**

- **Current: 3**
- **Proposed: 5**

The rest of the Terms of Reference remain the same except for a few minor word changes.

## WHISTLER 2020 ANALYSIS

W2020 Strategy	TOWARD Descriptions of success that resolution moves us toward	Comments
Natural Areas	Community members and visitors act as stewards of the natural environment	This is FWAC's role
Partnership	Decisions consider the community's values as well as short and long-term social, economic and environmental consequences	CCF, RMOW and FWAC members definitely consider these items.
Recreation and Leisure	Local and regional stakeholders use a collaborative and comprehensive approach to developing amenities and offerings, and to resolving user conflicts	The inclusion of WORCA allows good communication and the best bet for minimizing mountain bike trail conflicts. AWARE is a key community voice to ensuring environmental concerns are considered.

W2020 Strategy	AWAY FROM Descriptions of success that resolution moves away from	Mitigation Strategies and Comments
	N/A	

## OTHER POLICY CONSIDERATIONS

FWAC's terms of reference align with RMOW corporate and Whistler2020 policy direction.

## BUDGET CONSIDERATIONS

No budget considerations

## COMMUNITY ENGAGEMENT AND CONSULTATION

The changes do not affect the broader community, therefore were discussed and agreed to among the FWAC membership

## ENVIRONMENTAL IMPLICATIONS

N/A

## **SOCIAL IMPLICATIONS**

N/A

## **HUMAN RESOURCES IMPLICATIONS**

N/A

## **SUMMARY**

The proposed change to the term of members ensures a balance of experienced members on the committee with new, fresh members. The change to quorum ensures adequate representation when decisions are made, and changes to the communications protocol provides clarity on actions.

Respectfully submitted,

Heather Beresford  
ENVIRONMENTAL STEWARDSHIP MANAGER  
for  
Jan Jansen  
GENERAL MANAGER RESORT EXPERIENCE



## THE RESORT MUNICIPALITY OF WHISTLER COUNCIL POLICY

<b>POLICY NUMBER:</b>	<b>I-9</b>	<b>DATE OF RESOLUTION:</b>
<b>NAME: Forest &amp; Wildland Advisory Committee Terms of Reference</b>		

### 1.0 SCOPE OF POLICY

Policy I-9 describes the rationale for the Forest & Wildland Advisory committee and contains its updated Terms of Reference.

### 2.0 PURPOSE

The Forest and Wildland Advisory Committee (FWAC) is a Council-appointed committee that advises Council on matters related to forestry, wildfire management, land use plans, public and commercial backcountry recreation, wildlife management and the Cheakamus Community Forest (CCF). It provides input to Council through its monthly meeting minutes. It also acts as the public review committee for the CCF and provides feedback directly to the CCF on its plans and activities.

### 3.0 GUIDING PRINCIPLES

#### Forest & Wildland Advisory Committee Terms of Reference

To advise Council on matters related to sustainable use of forests, waters, and wildlands outside the Whistler Urban Development Containment Area in alignment with Whistler2020 in the area previously identified as the Soo, Whistler and Callaghan landscape units. Topics include:

- (a) Issues related to wildfire risk management and forest health;
- (b) Issues related to wildlife and its habitat;
- (c) Issues related to the implementation of the Sea to Sky Land and Resource Management Plan;
- (d) Issues related to other regional land management plans, land use plans and regional growth strategies;
- (e) Issues related to public and commercial recreation in Whistler-area forests and wildlands;
- (f) Cheakamus Community Forest activities.

**Authorized and Appointed by**  
Council.

#### Comprised Of

Eleven community representatives, including at least one Councillor, representing a wide range of community interests including forestry, back country recreation, environment, horticulture/landscape, natural resource management, biology/ecology, and fisheries. One seat is assigned by the Association of Whistler Area Residents for the Environment (AWARE) to a representative from their organization, and one seat is assigned by the Whistler Off Road Cycling Association (WORCA) to a representative from their organization. A maximum of two non-voting staff representatives: one representative from Environmental Stewardship department; and an Administrative Assistant for minute-taking.

### **Sub-Committees**

The Committee may convene sub-committees to deal with specific issues and invited participants are not required to be members of the Committee.

### **Term**

Membership is an initial three year term that becomes renewable annually to a maximum of six years at Council's discretion. FWAC will review membership against criteria, length of term, and expectations each year in October and advise Council on membership status. Available positions will be advertised by the RMOW in November. If a position becomes available during the year, an advertisement will be placed. Council will review the application(s) and choose the required new member(s) for the earliest meeting start date.

### **Chair**

A chair and an alternate are chosen from among the community representatives at the first meeting of each calendar year. Both remain full voting members.

### **Recording Secretary**

To be arranged by the RMOW staff representative. Minutes submitted monthly to Council.

### **Meetings**

Once monthly, on the second Wednesday, with additional meetings as required.

### **Quorum**

Consists of five community representatives.

### **Communications**

FWAC communicates with Council through its monthly meeting minutes in all cases except when providing feedback to the Cheakamus Community Forest (CCF). Due to FWAC's role as the public input body for the CCF, comments will be communicated directly to the CCF and CCF operating contractor with the knowledge of the CCF RMOW board member to facilitate timely resolution of forest harvesting issues. A summary record of such communications will be included in the FWAC meeting minutes.

### **Membership Criteria**

All members are expected to:

- attend a minimum of 50% of meetings over the three year term to maintain membership eligibility.
- Exhibit co-operative interactions with other members.

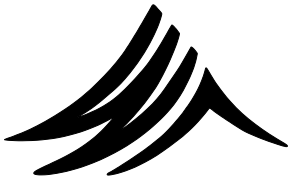
### **Expectations**

- review distributed material before the meeting and to keep up to date on issues;
- RSVP to RMOW staff whether or not they will be able to attend the meeting.

Certified Correct:

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Laurie-Anne Schimek  
Municipal Clerk



# WHISTLER

## MINUTES

**REGULAR MEETING OF MEASURING UP SELECT  
COMMITTEE OF COUNCIL (MUSCC)  
WEDNESDAY, SEPTEMBER 02, 2015, STARTING AT 3:00 PM.**

**In the Flute Room at Whistler Municipal Hall  
4325 Blackcomb Way, Whistler, BC V0N 1B4**

### **PRESENT:**

Member at Large, Wendy Aitken  
Member at Large, Ted Winkle  
Whistler Adaptive Sports Program, Chelsey Walker  
Whistler Chamber of Commerce, Sarah MacWilliams  
Whistler Community Services Society, Chris Dickinson (Guest)  
Councillor, Jen Ford  
Measuring Up Coordinator, RMOW, Sarah Tipler (via phone)  
RMOW Staff Representative, Jake Belobaba  
Recording Secretary-Acting, Monica Urbani

### **REGRETS:**

Accommodation Sector, (vacant)  
Mature Action Committee, Sue Lawther  
Tourism Whistler, (vacant)  
Vancouver Coastal Health, (vacant)  
Whistler Blackcomb, Matt Davies

### **ADOPTION OF AGENDA**

Moved by Ted Winkle  
Seconded by Jen Ford

**That** MUSCC adopt the MUSCC agenda of September 02, 2015.

CARRIED

### **ADOPTION OF MINUTES**

Moved by  
Seconded by Jen Ford

**That** MUSCC adopt the Regular MUSCC minutes of November 05, 2015.

CARRIED

### **COUNCIL UPDATE**

Councillor Jen Ford advised committee of the upcoming council trip to Colorado, looking at all aspects of the community. Will report back to this



group of the trip. Adaptive program is 4x as large at Vale and Colorado. Chelsea has stated she will forward information to Councillor Jen Ford.

## ITEMS FOR DISCUSSION

Review of Meeting  
 Procedures & MUSCC  
 Motions

Jake Belobaba provided an overview of the meeting procedures.

Nomination and  
 Selection of Chair & Co-  
 Chair

Moved by Sarah Tipler  
 Seconded by Sarah MacWilliams

**That** Measuring Up Select Committee of Council elected Chelsey Walker as Chair, and Wendy Aitken as Co-Chair for the 2015 term.

CARRIED.

RMOW Evacuation Plan

Erin Marriner, Emergency Coordinator for the RMOW

1. The RMOW has a Comprehensive Emergency Management Plan with a series of Annexes, to date the Annexes have focused on Emergency Operations Centre activities; Annex focusing on evacuation is currently being developed
2. Looking at how to ensure we meet the needs of people with disabilities during evacuations
3. Presentation was given of an overview of the Emergency Program and Emergency Operations Centre; the Emergency Operation Centre is kept in a state of readiness
4. RMOW is legislated to have an Emergency Program
5. Emergency Social Services (ESS), is a municipally-led volunteer group that provides food, clothing, and lodging to people displaced by emergencies. In small emergencies, people are given food, clothing and hotel vouchers. In large emergencies, ESS opens Reception Centres and Group Lodging facilities (congregate shelters). The RMOW has a group of 40 people trained in ESS. The RMOW contracts the Canadian Red Cross to respond to events involving less than 25 people.
6. RMOW has an Amateur Radio Team of licensed amateur radio operators; Amateur radio would be used if communications infrastructure in Whistler was not-operational as the result of an emergency
7. Public awareness, liaison is part of the Emergency Coordinator role
8. Emergency Coordinator works closely with province - Emergency Management BC (section of Ministry of Transportation & Infrastructure)
9. Emergency Planning Committee is a committee of council; includes staff, WB, whistler transit, SD 48 are all included, to build links and ensure that we are all connected
10. Emergency Operations Centre follows the British Columbia Emergency Response Management System (BCERMS); this is used throughout BC and is based on the Incident Command System.
11. For the flood last December the Emergency Operations Centre was activated to provide support to staff working on site and to get information out the media and public
12. Presented slide outlining the four levels of BCERMS – first four levels are in order of priority, other goals depend on the emergency

13. Comprehensive Emergency Management Plan; main new plan approved by Council November 2014, with the first two annexes
14. Evacuation Plan is currently under development
15. In BC – evacuation is usually a three-stage process. First would be an evacuation alert, 1<sup>st</sup> responders would go door to door to notify people that they may need, and should prepare, to evacuate. 2<sup>nd</sup> stage is an Evacuation Order, signed by the Mayor, stating that people are ordered to leave. 3<sup>rd</sup> stage is when the evacuation order is lifted and people can return home
16. During the evacuation alert phase when 1<sup>st</sup> responders go door to door, first responders would be asking people if they need assistance, or need more time to evacuate. If people do need assistance, this information would go to the Emergency Operations Centre.
17. If we have an evacuation that does not allow time for a formal Evacuation Alert or Order, a tactical evacuation would take place. A tactical evacuation is done immediately on-site by Police or Fire. People are told to leave the area immediately due to risks to life safety. This could be difficult for people with disabilities
18. Sarah has stated that she has lists of vehicles that could be available for accessible transportation. She will forward list to Erin
19. Could people pre-register if they have accessibility issues? We do not have an alert system within RMOW
20. Transportation resources, if there is another group that is connected to people with disabilities
21. Disability Alliance of BC, they have done quite a bit of work, with people with disabilities and emergency. They have broken it down, to communication, transportation, independence, medical needs, and supervision
22. We are looking at mass care and shelter plan. We are now looking at housing people for the duration of the emergency. How do we make it comfortable and safe for people with disabilities?
23. There is a colour coded flagging tape system for door knockers
24. People with disabilities should be encouraged to have a buddy system in place
25. People with disabilities use social media quite heavily. The province has released a guide on neighborhood preparedness, really, your neighbor will help in emergency. You should get to know your neighbors. Erin has been invited to neighborhood parties, which she will get out this information.
26. So many neighborhoods do not have full time residents; could we get stickers for the door, should we get a campaign, not only for animals.
27. Erin will add a note directly on the door-knocker instructions that people with disabilities should be evacuated with their assistive devices, i.e. animal and/or mobile device.
28. Would it be beneficial for an emergency preparedness workshop specific for people with disabilities? All agreed.
29. Power chair user, transport to a power source. For windstorm in Vancouver municipalities were directing people who rely on power for assistive devices to call 911, call nurses line 811, or go to hotel. We need to look locally, for people who need power.

## MINUTES

Regular Meeting Up Select Committee of Council Meeting

September 02, 2015

Page 4

30. People with cognitive, or mental disability i.e. Alzheimer's, the requirement to change your circumstance, we need quite a bit of help, those people are the ones that could be less prepared. Helping to identify those people. The door knockers should be trained to identify. Hopefully relatives, and/or caregivers can assist.
31. Emergency shelters are chaotic. People with disabilities, this could be challenging.
32. Door knocking is done by Police, Fire, Uniform officials.
33. We have not incorporated in our exercises, people with disabilities; a budget request for specialized cots will be included in the 2016 budget.
34. Sea to sky Life skill workers in Whistler has idea of the people that require assistance – Erin will connect with this person
35. MAC has some sort of idea who has dementia
36. A lot of the schools has one on one support works and should have a list.
37. Vancouver Coastal Health should have a list.
38. If someone self-signed up, then we would be able to get a list, to be able to contact them during an emergency.
39. Suggestions was made that Jake and Erin research about a self-registry. With the FOI, there are special exemptions for this, for protection of life and property. If the data did not have a lot of detail, just address. Have a coding system, i.e. 1 means a certain disability than number 2
40. Municipal census, get a voluntary signup.
41. We do have a process for a public call center, there will be a number for people to call for them to get an assistance.
42. People that have their own vehicles; neighborhood muster point, people will meet in one location and transit will pick them up.
43. Each bus has wheelchair capacity. There will be a map with the location.
44. If there is snow that could always be a challenge.
45. Erin has offered to keep this group updated with emergency planning initiatives.
46. Do a special section for disabilities. Do something for the Lifeskills and MAC Group.
47. Do a small presentation to the different groups.

## OTHER BUSINESS

### Member Updates

Committee members were asked to review the Resource Directory in the 2014-2015 savvy WHISTLER publication and advise Sarah Tipler regarding potential omissions. PDF will be emailed to committee members.

Sarah Tipler spoke with James Hallsley, Infrastructure Services, RMOW regarding sidewalks, curbs etc.; committee members were asked to keep their eyes open for spots that may need work and report to Sarah. There was a discussion about particular locations.

Action Item: Staff to investigate options/methods for obtaining information about sidewalk infrastructure that may be in need of repairs (e.g. social media).

Question to staff: what changes have been made to the membership of the committee?

Staff: the committee reps listed in the terms of reference have not changed. However this year there was some difficulty finding reps from some stakeholder groups because of retirements etc. Staff will investigate the potential for committee appointments to have "open" seats for stakeholders groups. The representation of those organizations are still part of this committee.

The Whistler Chamber of Commerce has launched their new website. In the future they will consider the use of icons for the website.

The Whistler Community Services Society will release its annual survival guide October 1<sup>st</sup> to coincide with Welcome Week.

The Whistler Housing Authority advises their lease tenants that they must carry tenant insurance.

Whistler Blackcomb will include an Access Information page when they launch their new website.

Whistler Adaptive Sports will host Soldier On in February 2016. They will also have adaptive boats that will be available full time.

## **ADJOURNMENT**

Moved by Councillor Jen Ford  
Seconded by Wendy Aitken

**That** MUSCC adjourn the September 2, 2015 committee meeting at 4:11 p.m.

CARRIED.

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CHAIR: Chelsey Walker



# WHISTLER

## MINUTES

**REGULAR MEETING OF THE AUDIT AND FINANCE  
STANDING COMMITTEE OF COUNCIL  
MONDAY, DECEMBER 7, 2015, STARTING AT 11:00 A.M.**

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

### PRESENT:

Mayor, Nancy Wilhelm-Morden  
Councillor, Jack Crompton  
Councillor, John Grills  
Chief Administrative Officer, Mike Furey  
General Manager of Infrastructure Services, Joe Paul  
General Manager of Resort Experience, Jan Jansen  
Director of Finance, Ken Roggeman  
Manager of Financial Services, Maureen Peatfield  
Manager of Transportation and Waste Management, James Hallisey  
Recording Secretary, Rose Lawrence

### REGRETS:

General Manager of Corporate and Community Services, Norm McPhail

### ADOPTION OF AGENDA

Moved by Mayor N. Wilhelm-Morden  
Seconded by Councillor J. Crompton

**That** the Audit and Finance Standing Committee of Council adopt the  
Regular Agenda of December 7, 2015.

CARRIED

### ADOPTION OF MINUTES

Moved by Mayor N. Wilhelm-Morden  
Seconded by Councillor J. Crompton

**That** the Audit and Finance Standing Committee of Council adopt the  
Regular Minutes of September 15, 2015.

CARRIED

### VERBAL REPORTS AND DISCUSSION

Budget

The revised operating budget information was reviewed.

Festivals, Events and Animation Budget      A presentation by John Rae and Bob Andrea regarding the Festivals, Events and Animation 2016 budget was given. A discussion was held.

Terms of Reference      The Committee Terms of Reference were reviewed.

**Recommendation**

Moved by Mayor N. Wilhelm-Morden  
Seconded by Councillor J. Crompton

That the Audit and Finance Standing Committee recommend that the changes to the Terms of Reference attached as Appendix A as circulated be brought forward to Council for acceptance at a future date to be determined.

CARRIED

**OTHER BUSINESS**

*There were no items of Other Business.*

**ADJOURNMENT**

Moved by Mayor N. Wilhelm-Morden

**That** the Audit and Finance Standing Committee of Council adjourn the December 7, 2015 Regular Audit and Finance Committee meeting at 12:06 p.m.

CARRIED

*Signed Original on File*

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Chair, Councillor J. Grills

## COUNCIL SELF-GOVERNANCE STRUCTURE AND PROCESSES

- iv. The Corporation may consider taking legal action against the Councillor.

The foregoing is not an exhaustive list and does not preclude any other sanctions or courses of action that might be available.

### **X. THE ROLE OF COMMITTEES OF COUNCIL**

Standing Committees of Council may be created by the Mayor for the purposes of undertaking specific work of Council and providing advice and recommendation to Council as a whole.

Committees and taskforces other than Standing Committees of Council may be established by Council.

The current Standing Committees of Council are:

- i. Audit and Finance;
- ii. Governance and Ethics; and
- iii. Human Resources.

This structure is subject to change from time to time as Council considers which of its responsibilities can best be fulfilled through more detailed review of matters in a committee format.

### **XI. TERMS OF REFERENCE FOR THE AUDIT AND FINANCE STANDING COMMITTEE**

#### **A. Purpose**

- i. The primary function of the Audit and Finance Standing Committee (AFSC or the Committee) is to assist Council in fulfilling its oversight responsibilities by reviewing:
  - a. the financial information that will be provided to Council;
  - b. the systems of internal controls that have been established by management and Council and their adequacy to ensure the Corporation meets its financial commitments; and
  - c. all audit processes.
- ii. Primary responsibility for the financial reporting, information systems, risk management and internal controls of the Corporation is vested in management and is overseen by Council.

#### **B. Composition**

- i. The Committee shall be comprised of three (3) Councillors.

**COUNCIL SELF-GOVERNANCE STRUCTURE AND PROCESSES**

- ii. Committee members shall be appointed by the Mayor.
- iii. The Chair of the Committee shall be appointed by the Mayor.

**C. Duties and Responsibilities**

Subject to the powers and duties of Council, the Committee will exercise the following authority, powers and duties:

**i. Financial Statements and Other Financial Information**

The Committee will review and recommend for approval to Council, financial information that will be made available by the Committee Chair to Council. This includes:

- a. review and recommend approval of the Corporation's annual financial statements and report to Council before the statements are approved;
- b. review and approve for release the Corporation's quarterly financial statements;
- c. review and recommend to Council for approval, the financial content of the annual report and any reports required by government or regulatory authorities;
- d. review the appropriateness of accounting policies and financial reporting practices used by the Corporation; and
- e. review any significant proposed changes in financial reporting and accounting policies and practices to be adopted by the Corporation.

**ii. Risk Management, Internal Control and Information Systems**

The Committee will review and obtain reasonable assurance that the risk management, internal control and information systems are operating effectively to produce accurate, appropriate and timely management and financial information. This includes:

- a. review the Corporation's risk management controls and policies;
- b. obtain reasonable assurance that the information systems are reliable and the systems of internal controls are properly designed and effectively implemented through discussions with and reports from management and the external auditor;
- c. monitor compliance with statutory and regulatory obligations; and
- d. monitor compliance with Levels of Financial Authority.



**COUNCIL SELF-GOVERNANCE STRUCTURE AND PROCESSES****iii. External Audit**

The Committee will review the planning and results of external audit activities and the ongoing relationship with the external auditor. This includes:

- a. review and recommend to Council for approval, engagement of the external auditor;
- b. review the annual external audit plan;
- c. meet with the external auditor to discuss the Corporation's annual financial statements and the auditor's report including the appropriateness of accounting policies and underlying estimates;
- d. review and advise Council with respect to the planning, conduct, and reporting of the annual audit, including but not limited to:
  1. any difficulties encountered, or restriction imposed by management, during the audit;
  2. any significant accounting or financial reporting issue;
  3. the auditor's evaluation of the Corporation's system of internal controls, procedures, and documentation; and
  4. the post audit or management letter containing any findings or recommendation of the external auditor, including management's response thereto, and the subsequent follow-up to any identified internal control weaknesses; and any other matters the external auditor brings to the Committee's attention; and
- e. meet periodically, and at least annually, with the external auditor without management present.

**iv. Other**

- a. review insurance coverage for significant risks and uncertainties;
- b. review material litigation and its impact on financial reporting; and
- c. review the terms of reference for the Committee annually and make recommendations to Council, as required.

**D. Accountability**

The Committee shall report its discussions to Council, by distributing the minutes of its meetings and where appropriate, by oral report at the next Council meeting.

## COUNCIL SELF-GOVERNANCE STRUCTURE AND PROCESSES

### E. Committee Timetable

The following timetable outlines the Committee's schedule of activities:

Activity	Timing
<ul style="list-style-type: none"> <li>Review material litigation and its impact on financial reporting</li> <li>Review risk management controls and policies</li> <li>Q4 financial summary with prior year amounts</li> <li>Budget and budget variance review</li> </ul>	<ul style="list-style-type: none"> <li>February</li> </ul>
<ul style="list-style-type: none"> <li>Review annual financial statements</li> </ul>	<ul style="list-style-type: none"> <li>April</li> </ul>
<ul style="list-style-type: none"> <li>Review financial content of annual report</li> <li>Review and recommend engagement of the external auditor</li> <li>Q1 financial summary</li> </ul>	<ul style="list-style-type: none"> <li>May</li> </ul>
<ul style="list-style-type: none"> <li>Monitor compliance with levels set by Municipal Finance Authority</li> <li>Monitor compliance with statutory and regulatory obligations</li> <li>Q2 financial summary</li> <li>Review strategic planning and budget process</li> </ul>	<ul style="list-style-type: none"> <li>August</li> </ul>
<ul style="list-style-type: none"> <li>Review the annual external audit plan</li> <li>Review insurance coverage for significant risks and uncertainties</li> <li>Review terms of reference for the Committee</li> <li>Q3 financial summary</li> <li>Budget review</li> </ul>	<ul style="list-style-type: none"> <li>December</li> </ul>

**RESORT MUNICIPALITY OF WHISTLER**

**ENVIRONMENTAL PROTECTION AMENDMENT BYLAW NO. 2108, 2016**

**A BYLAW TO AMEND ENVIRONMENTAL PROTECTION BYLAW NO. 2000, 2012**

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**WHEREAS** the Council of the Resort Municipality of Whistler has adopted Environmental Protection Bylaw No. 2000, 2012; and

**WHEREAS** the Council of the Resort Municipality of Whistler deems it necessary and expedient to amend Environmental Protection Bylaw No. 2000, 2012;

**NOW THEREFORE**, the Council of the Resort Municipality of Whistler, in open meeting assembled, enacts as follows:

1. This Bylaw may be cited as “Environmental Protection Amendment Bylaw No. 2108, 2016”.
2. Environmental Protection Bylaw No. 2000, 2012 is amended as follows:
  - a. In Section 2.1, the following is added in appropriate alphabetical order:  
“*riparian assessment area* means:
    - a. a 30 metre strip of land on both sides of a stream, measured from the high water mark;
    - b. for a ravine less than 60 metres wide, a strip of land on both sides of the stream measured from the high water mark to a point that is 30 metres beyond the top of the ravine bank; and
    - c. for a ravine 60 metres wide or greater, a strip of land on both sides of the stream measured from the high water mark to a point that is 10 metres beyond the top of the ravine bank;”
  - b. The following is inserted in place of Part B Section 9.2(a):  
  
“refuse to issue the permit if it does not comply with the requirements of this Bylaw or with a covenant granted to the Resort Municipality under the Land Title Act;”
  - c. The following are inserted in place of Part D:

**“PART D: MUNICIPAL PERMIT CONDITIONS**

**13. RIPARIAN AREA ASSESSMENTS**

13.1 This part applies to applications for any of the following, to the extent that the permit would authorize the disturbance of soils or the removal, alteration, disruption or destruction of vegetation in a riparian assessment area:

- a) a building, excavation or foundation permit issued under Building and Plumbing Regulation Bylaw No. 1617, 2002;
- b) a development permit issued in respect of a development permit area designated for the protection of the natural environment, its ecosystems and biological diversity;
- c) a permit issued under the Resort Municipality of Whistler Soil Removal and Deposit Bylaw No. 1332, 1998;
- d) a tree cutting permit issued under this bylaw; or
- e) any other permit issued by the Resort Municipality that authorizes the disturbance of soils or the removal, alteration, disruption or destruction of vegetation.

13.2 The Resort Municipality may require an applicant for a permit to engage a Qualified Environmental Professional to prepare a riparian area assessment in accordance with the assessment methods set out in the Schedule to the Riparian Area Regulations, to assist the Resort Municipality in determining what conditions or requirements to impose in the permit, and may impose such conditions and requirements as have been recommended including, without limitation, a condition that soils and vegetation not be disturbed in any area described in the permit and a condition that the activities authorized by the permit be monitored by the Qualified Environmental Professional or another qualified person.

13.3 Section 13.2 does not apply to an applicant for a development permit who has been required to engage a Qualified Environmental Professional to prepare a site investigation report or assessment report in accordance with Land Use Procedures and Fees Bylaw No. 2019, 2012.

## **14. PROHIBITION**

14.1 No person shall fail to comply with all conditions specified in a permit described in Section 13.1.

- d. The following are inserted in place of Part E Sections 16.2 c) through e):

“c) causes or permits a tree to be cut down or damaged without a tree cutting permit or other required municipal permit, or in contravention of the conditions contained in any required municipal permit.

d) plants or causes or permits to grow an alien invasive species or fails to remove an alien invasive species after having been ordered to do so; or

e) fails to comply with conditions contained in any municipal permit described in s. 13.1.”

GIVEN FIRST READING this 16th day of February, 2016.

GIVEN SECOND READING this 16th day of February, 2016.

GIVEN THIRD READING this 16th day of February, 2016.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

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Nancy Wilhelm-Morden, Mayor

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Laurie-Anne, Municipal Clerk

I HEREBY CERTIFY that this is a  
true copy of “Environmental  
Protection Amendment Bylaw No.  
2051, 2015.”

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Laurie-Anne, Municipal Clerk



Canadian Cancer Society  
Société canadienne du cancer

18 February, 2016

The City of Whistler  
4325 Blackcomb Way  
Whistler, B.C.  
V0N 1B4

Dear Mayor Nancy Wilhelm-Morden:

Re: Daffodil Month Proclamation

The Canadian Cancer Society's Daffodil Campaign begins in April. This spring, we are asking Canadians across the country to buy and wear our daffodil pin to support people who have been affected by cancer and to remember those we've lost to the disease. Cancer has touched far too many Canadians. The daffodil pin is a bright and hopeful symbol of support to show people that no one faces cancer alone and we won't give up until all forms of the disease are defeated.

Daffodil pins are being distributed around the country and our goal is to see the daffodil pin on every collar coast to coast throughout the month of April.

We respectfully request your office issue a proclamation of Daffodil Month in April. A suggested proclamation is written below.

**Proclamation:**

Whereas the Canadian Cancer Society's British Columbia and Yukon Division continues to be a leader in funding outstanding cancer research, undertaking cancer prevention initiatives and delivering support services to people with cancer and their families.

Whereas the Canadian Cancer Society's British Columbia and Yukon Division consistently demonstrates a collaborative approach to cancer control and represents the interests of all citizens of Whistler affected by cancer.

Whereas the Canadian Cancer Society's British Columbia and Yukon Division assists the public in taking steps to reduce the risk of cancer by adopting prevention strategies and advocates for healthy public policies that makes healthier choices easier choices.



Canadian Cancer Society  
Société canadienne  
du cancer

Therefore, let it be known that **the month of April shall be proclaimed the Canadian Cancer Society's Daffodil Month** in the City of Whistler.

Sincerely,

**Paula Tylor**  
**Manager, Annual Giving**  
**Canadian Cancer Society – BC & Yukon Division**

**From:** Jennifer Angus [<mailto:info@jennyangus.com>]

**Sent:** Monday, February 22, 2016 13:52

**To:** Mayor's Office

**Cc:** Ross Redman; SCOTT SCHOBBER

**Subject:** Letter to Mayor & Council

Dear Mayor and Council:

I have serious concern with our current noise bylaw with comparison to the Vancouver noise bylaw. The Whistler bylaw does not include specific guidelines for strata, commercial or apartment style buildings. I am the owner of a town home, part of a development in Village North (and have been a resident in Whistler for over 20 years). At the moment I live below/beside a property which has caused me immense distress and disturbance for many years. This property above me has a hot tub which - when in use - sounds like an MRI machine going off, and causes high vibration in my home. My furniture shakes and light fixtures rattle. The noise and vibration is painful to my ears and very invasive to my quality of life. The owners/occupants (and their property managers) are not diligent in abiding with our strata bylaws which prohibit use after 10 pm or before 8 am, to make matters worse. Even though there is some protocol in place for recourse, it is not effective in remediating either the situation.

Complaints of any kind originating from Strata properties are left for the individual Strata councils to deal with and Bylaw services will not respond (I understand they finish work @ 5-6 pm). No where in the RMOW noise bylaw is there an exemption to Strata properties, but Bylaw services policy is to not respond. We cannot call RCMP either.

Complaints from mechanical sources including hot tubs, HVAC units are completely ignored. The Vancouver bylaw is very specific and goes so far as to refer to actual decibel limits caused by mechanical noise and vibrations. The Vancouver bylaw not only states decibel limitations but goes so far as to provide actual construction diagrams and specifications for noise isolation and vibration mitigation. Strata councils in Whistler are not able to provide remedies to complaints and have no interest as there are no consequences.

The current RMOW noise bylaw version was last amended in 2004 states that:

*"No person shall make or cause, or permit or made to be caused, in or on a highway or elsewhere in the Resort Municipality, any noise or sound which disturbs the quiet, peace rest enjoyment comfort, or convenience of the neighbourhood or of the persons in the vicinity. "*

Similarly, The Residential Tenancy Act of BC defines it clearly for tenants, following Common Law principles:

*Protection of tenant's right to quiet enjoyment:*

*28 A tenant is entitled to quiet enjoyment including, but not limited to, rights to the following:*

*(b) freedom from unreasonable disturbance;*

Not only residents, but also our visitors should expect reasonable peace and quiet enjoyment not only from amplified or mechanical noise, but also from excessive/partying in Strata properties. I would kindly request the Mayor and Council direct staff to review the current noise bylaw with comparison to the Vancouver bylaw and make recommendations on how it could be amended and apply to this, at times, very grievous situation. Please do not hesitate to contact me with any questions. Thank you in advance for your cooperation with this matter and I look forward to your reply.

Sincerely,

Jenny Angus  
PO Box 1310  
Whistler, BC  
V0N 1B0  
604 902 2611

CC: Ross Redman, Strata Manager, WRM  
CC: Scott Schober, Owner, WRM



Dear Mayor and Council of Whistler,

I would like to share an important and timely issue with Council and the community of Whistler. Triclosan is a chemical additive in antibacterial products. In Canada, triclosan is present in over 1600 consumer products ranging from soaps and cosmetics to kitchen utensils and children's toys.

Scientific evidence suggesting the dangers and toxicity of triclosan is mounting. For example, research has demonstrated triclosan's: endocrine disrupting effects, contribution to cancer cell proliferation, cross-resistance to antibiotics, toxicity to aquatic life, and bioaccumulation potential.

Such concerns have put increasing pressure on the Canadian government to complete their Final Assessment of Triclosan, as a priority chemical under the Chemical Management Plan.

The Final Assessment, conducted jointly by Environment Canada and Health Canada is overdue for release in the Canadian Gazette.

According to my correspondence with the Canadian Chemical Substances Group, the Final Assessment is due for release any day now. Following its release, the public will have exactly 60 days to submit comments on the risk management of the chemical. It is the duty of local and provincial governments, as well as individual citizens, to submit their concerns in accordance with Canadian Environmental Protection Act of 1999.

Because this is an issue that effects all Canadians, as well as the environment's precious water systems and aquatic life, I would like to remind all to pursue action against this toxic chemical.

Motion:

Be resolved that Council requests that the Mayor sign a letter to the Canadian Minister of Health, Jane Philpott, and the Canadian Minister of the Environment and Climate Change, Catherine McKenna, stating support for a risk management strategy that mandates a ban on triclosan in household products to protect the health of Canadians and the environment.

Further information about triclosan can be found here:

<http://www.chemicalsubstanceschimiques.gc.ca/plan/approach-approche/triclosan-eng.php>

<http://environmentaldefence.ca/reports/environmental-defence-guide-triclosan>

<http://www.cela.ca/triclosan-and-triclocarban>

<http://www.davidsuzuki.org/issues/health/science/toxics/chemicals-in-your-cosmetics---triclosan/>

Please let me know if you require any further information moving forward.

Sincerely,

Katie van der Sloot  
3200 University Blvd  
Squamish, BC V8B 0N8  
[katherine.vandersloot@questu.ca](mailto:katherine.vandersloot@questu.ca)