

WHISTLER

AGENDA

**REGULAR MEETING OF MUNICIPAL COUNCIL
TUESDAY, JULY 21, 2015, STARTING AT 5:30 PM**

**In the Franz Wilhelmsen Theatre at Maurice Young Millennium Place
4335 Blackcomb Way, Whistler, BC V0N 1B4**

ADOPTION OF AGENDA

Adoption of the Regular Council agenda of July 21, 2015.

ADOPTION OF MINUTES

Adoption of the Regular Council minutes of July 7, 2015, and Special Council minutes of July 13, 2015.

PUBLIC QUESTION AND ANSWER PERIOD

MAYOR'S REPORT

INFORMATION REPORTS

Key Community
Performance Indicator
Update (2014)
Report No. 15-093
File No. 8362

A presentation by municipal staff.

That Information Report No. 15-093 regarding the 2014 annual update to Whistler's key community performance reporting program be received.

Planning and Building
Departments Application
Activity Report – 2015
Second Quarter
Report No. 15-095
File No. 7006.01

A presentation by municipal staff.

That Information Report No. 15-053 summarizing the Planning Department and Building Departments application activity for the second quarter of 2015 be received.

Gateway Loop –
Reporting Back
Report No. 15-098
File No. 573

A presentation by municipal staff.

That Information Report No. 15-098 regarding the Gateway Loop Preliminary Design be received.

ADMINISTRATIVE REPORTS

2015 Le Diner En Blanc Catering License Capacity Report No. 15-096 File No. 8216	That Council endorse a requested capacity of over 500 people for a catering licensed event, subject to Liquor Control & Licensing Branch (LCLB), Whistler Fire Rescue and Whistler RCMP approvals for “Le Diner en Blanc” event to be held Friday, August 21, 2015 at an RMOW approved location.
RBC GranFondo Whistler Catering Liquor License Report No. 15-097 File No. 8216	That Council approve the Catering License capacity of over 500 for the RBC GranFondo Whistler to be held on Saturday, September 12, 2015, subject to Liquor Licensing and Distribution Branch (LCLB), Whistler Fire Rescue and RCMP approvals.
Skatepark Phase 3 – Project Update and Construction Contract Award Report No. 15-092 File No. 8075.01	<i>A presentation by municipal staff.</i> That Council receive Administrative Report 15-092; and further, That Council consider awarding the skatepark phase 3 construction contract as outlined in Appendix A of Administrative Report 15-092.
District Energy System (DES) Update Report No. 15-094 File No. 481.6	<i>A presentation by municipal staff.</i> That Council endorse the planned DES initiatives for 2015 as set out in Administrative Report No. 15-094.
Whistler Solid Waste Management Strategy Update Report No. 15-091 File No. 604	<i>A presentation by municipal staff.</i> That Council receive Administrative Report No. 15-091 on the actions taken to improve waste diversion and reduce solid waste costs as set out in the 2013 Whistler Solid Waste Management Strategy; and, That Council approve the framework for the proposed bylaw to improve diversion of organics and recyclables in the commercial and strata sectors as described in Council Report 15-091.

MINUTES OF COMMITTEES AND COMMISSIONS

May Long Weekend Committee	Minutes of the May Long Weekend Committee meeting of May 6, 2015.
Recreation and Leisure Advisory Committee	Minutes of the Recreation and Leisure Advisory Committee meeting of June 11, 2015.

BYLAWS FOR ADOPTION

Zoning Amendment
Bylaw (Heidi Haus
Pension) No. 2073,
2015

In general terms, the purpose of "Zoning Amendment Bylaw (Heidi Haus Pension) No. 2073, 2015" is to rezone a 182.8 square metres portion of the subject lands from LCB1 (Leisure Conservation Buffer One Zone) to TP4 (Tourist Pension Four), to accommodate the existing pension (8 guestrooms and a caretaker's suite).

Employee Housing
Service Charge
Amendment Bylaw No.
2078, 2015

The purpose of Employee Housing Service Charge Amendment Bylaw No. 2078, 2015 is to amend the industrial development definition in the Employee Housing Service Charge Bylaw No. 1507, 2000.

OTHER BUSINESS

CORRESPONDENCE

Smoking on Golf Course
File No. 3009

Correspondence from Brad Sevenko, dated July 9, 2015, regarding smoking on the Chateau Whistler Golf Course.

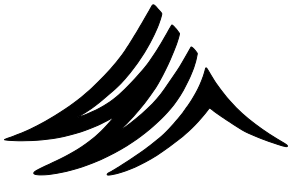
Strategic Wildfire
Prevention Initiative
File No. 8337.01

Correspondence from Peter Ronald, Programs Officer dated July 8, 2015, regarding approval of the Strategic Wildfire Prevention Initiative grant for Fuel Management Prescription (SWPI-500: Block 7 (Big Timber) & Block 8 (Part 2) Prescriptions, 2015).

International Day of
Older Persons 2015
File No. 3009.1

Correspondence from Lorraine Logan, President of the Council of Senior Citizens' Organizations of BC (COSCO) dated June 29, 2015, requesting a proclamation of support of the "International Day of Older Persons" and prominent display of the Canadian version of the "International Day of Older Persons" flag on October 1, 2015.

ADJOURNMENT



WHISTLER

MINUTES

REGULAR MEETING OF MUNICIPAL COUNCIL TUESDAY, JULY 7, 2015, STARTING AT 5:30 PM

**In the Franz Wilhelmsen Theatre at Maurice Young 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, and
S. Maxwell

Chief Administrative Officer, M. Furey
General Manager of Infrastructure Services, J. Paul
General Manager of Resort Experience, J. Jansen
General Manager of Corporate and Community Services, N. McPhail
Fire Chief, S. Kirkwood
Deputy Corporate Officer, L. Schimek
Director of Planning, M. Kirkegaard
Manager of Environmental Stewardship, H. Beresford
Manager of Village Animation and Events, B. Andrea
Manager of Communications, M. Comeau
Manager of Special Projects, T. Battiston
Senior Planner, M. Laidlaw
Planner, F. Savage
Planning Analyst, B. McCrady
Transportation Demand Management Coordinator, E. DalSanto
Recording Secretary, A. Winkle

ADOPTION OF AGENDA

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

That Council adopt of the Regular Council agenda of July 7, 2015 with the
addition of a presentation of an update of the Wildfire situation.

CARRIED

ADOPTION OF MINUTES

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

That Council adopt the Regular Council minutes of June 23, 2015.

CARRIED

PUBLIC QUESTION AND ANSWER PERIOD

There were no questions from the public.

PRESENTATIONS/DELEGATIONS

- Wildfire Update A presentation was given by Sheila Kirkwood, Fire Chief, regarding an update on the current wildfire situation.
- Free Shuttle Pilot Project A presentation was given by Joel Chevalier, Vice President of Employee Experience at Whistler Blackcomb, regarding the outcomes of the free shuttle pilot project for the #7 Staff Housing route service.
- Cycling Infrastructure A presentation was given by Frank Savage, President of the Whistler Cycling Club, regarding recommendations to MLA Jordan Sturdy for road cycling infrastructure and maintenance improvements in the Sea to Sky region.
- Moved by Councillor A. Janyk
 Seconded by Councillor J. Grills
- That** Council support recommendations as presented by Frank Savage, President of the Whistler Cycling Club.

CARRIED

MAYOR'S REPORT

Mayor Wilhelm-Morden reported that Council approved three committee appointments earlier today in the closed meeting:

- Derek Bonin, Registered Professional Forester, for the vacant Forest & Wildland Advisory Committee position.
- Mike Wilson for a two-year term as the Food and Beverage Sector – Pubs/Bars representative on the Liquor Licence Advisory Committee.
- Kevin Wallace for a two-year term as the Food and Beverage Sector – Restaurants representative on the Liquor Licence Advisory Committee.

Mayor Wilhelm-Morden thanked everyone who joined the Canada Day celebrations. This has become one of the most popular events produced by the municipality annually. The Canada Day parade had 40 locally made floats and 3,000 spectators turned up. After the parade, the municipality handed out 400 servings of gelato. The Vancouver Symphony Orchestra played a wonderful series of concerts to large crowds throughout the week: around 3,000 people on Canada Day, 4,000 on Friday, and over 5,000 on Saturday evening. The resort was very busy last week and this has been a strong start to the summer.

Mayor Wilhelm-Morden reported that the Vancouver Symphony Orchestral Institute at Whistler had a week-long inaugural session. Seventy-six talented students between the ages of 14 and 25 participated from around the world. The Institute ran last week from June 28 to July 5. They had instructors from the Vancouver Symphony Orchestra (VSO), private lessons, rehearsals and

chamber sessions. They played a Canada Day evening concert at Millennium Place to a packed crowd, a series of concerts throughout Whistler, and as at full ensemble with Maestro Bramwell Tovey on Sunday afternoon a Whistler Olympic Plaza. Mayor Wilhelm-Morden congratulated the Vancouver Symphony Orchestra, the Vancouver Symphony Society, and municipal staff. This was the first of a three-year partnership between the Vancouver Symphony Orchestra and the RMOW. This was a Learning and Education Task Force initiative, and is also in line with the Economic Partnership Initiative action plan to enhance arts and cultural development in Whistler.

Mayor Wilhelm-Morden reported that a delegation from Whistler's sister city Karuizawa, Japan, visited over Canada Day. We welcomed Mayor Fujimaki, Chairperson of the Karuizawa Town Council Mr. Tsugio Uchibori, and Director of General Affairs Mr. Shigeo Yoda. The delegates took part in the Canada Day Parade and were guests of honour at the VSO performance. Mayor Fujimaki also planted a Sunset Maple tree at Meadow Park. Whistler and Karuizawa have been sister cities since 1999 and our two communities have a lot in common.

Mayor Wilhelm-Morden reported that the ninth annual BC Bike Race also took place over last weekend. The event organizers told us that it was their best BC Bike Race ever. Six hundred participants took part and seventy-one per cent of the race spaces are already sold for 2016.

Mayor Wilhelm-Morden reported that the thirty-second annual Whistler Children's Festival returns for three days this weekend from Friday, July 10 to Sunday, July 12. The event includes creative workshops, crafts, theatre, dance, music and more. Entrance to Whistler Olympic Plaza will be \$5 for children, \$10 for adults and free for children under the age of two. Congratulations to the Whistler Arts Council for growing and evolving this event over the years into one of the community's signature events.

Mayor Wilhelm-Morden reported that the Emily Carr University of Art and Design summer studio has confirmed it will go ahead this summer. The studio is for teens aged 15 to 18 and will run from August 10 to 19. Students will learn about sketching, drawing, illustration, the creative process and skills development and classes will include field studies. Students will explore landscape, nature and place. The ten days culminate in a public exhibition at Millennium Place, starting August 19. The program will be held at the old hostel site on Alta Lake, together with field study visits around Whistler. The initiative is a partnership between the RMOW and Emily Carr University of Art and Design. It is part of the Economic Partnership Initiative's action plan to develop learning and education initiatives as well as cultural tourism initiatives. The studio is in line with the Cultural Tourism Development Strategy, Whistler Community Cultural Plan, and Learning & Education Task Force report.

Mayor Wilhelm-Morden reported there is an extreme fire hazard rating right now, as presented by the Fire Chief. There are no camp fires permitted. She asked the public to report any fires immediately, do not hesitate to call 911, and there is no smoking permitted in parks and on trails. There will be

increased patrols. The Fire Department is available for consultation on how to Fire Smart your property, with information on whistler.ca.

Mayor Wilhelm-Morden reported that an advisory has been put out by Vancouver Coastal Health and will be put out in the form of a news release and will be posted to the municipal website as soon as possible. The current air quality in Whistler is extremely poor. The Ministry of Environment has issued a Wildfire Smoke Advisory for the Sea-to-Sky Corridor, including Whistler and Pemberton. Exposure is particularly a concern for infants, the elderly and those who have underlying medical conditions such as diabetes, and lung or heart disease. With poor air quality and high temperatures, it's important for vulnerable people to stay in air conditioned spaces or facilities with cooler filtered air, like an arena or public library, and avoid doing any strenuous activity outside. Be sure to check on any frail elderly neighbours or loved ones. If you are experiencing difficulty breathing, chest pain or discomfort, or a sudden cough or irritated airways, contact your health care provider. Use common sense regarding outdoor physical activity. If your breathing becomes difficult or uncomfortable, stop or reduce the activity. Reduce indoor pollution sources, such as smoking or burning other materials. This will be updated as we receive indications from Vancouver Coastal Health.

Councillor S. Anderson reinforced a message from the Fire Chief encouraging people to call the Fire Department or 911 immediately when there is fire activity, instead of reporting activity the next day.

Councillor A. Janyk requested that people start conserving water and abide by the water conservation bylaws. Mayor Wilhelm-Morden reported that Whistler is at level 1 water restrictions, and details of what that entails is available at whistler.ca.

INFORMATION REPORTS

2014 Annual Energy
Consumption &
Greenhouse Gas
Performance Reporting
Report No. 15-085
File No. 7215.01

At 6:18 p.m. Councillor J. Crompton joined the meeting.

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

That Appendix A to Information Report 15-085, "Whistler Energy Consumption and Greenhouse Gas Performance Trends – 2014 Annual Report" be received.

CARRIED

Environmental
Stewardship Update
Report No. 15-086
File No. 8365

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

That Information Report No. 15-086 regarding Environmental Stewardship Update be received.

CARRIED

ADMINISTRATIVE REPORTS

LLR 1223 – Stonesedge
Kitchen Permanent
Change to Food Primary
Hours of Sale
Report No. 15-087
File No. LLR 1223

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

That Council authorize the resolution attached as Appendix “A” to Administrative Report No. 15-087 providing Council’s recommendation to the Liquor Control and Licensing Branch in support of an application from Stonesedge Kitchen located at 4122 Village Green for a Permanent Change to Hours of Sale for Food Primary Licence No. 174190, to change hours of sale to 9:00 a.m. to 1:00 a.m. Monday through Sunday.

CARRIED

2015 Portobello Street
Party Catering License
Capacity
Report No. 15-088
File No. 8216

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

That Council endorse a requested capacity of over 500 people for a Catering Licensed event, subject to Liquor Control & Licensing Branch (LCLB), Fire Rescue and RCMP.

CARRIED

DVP 1105 – 101 4369
Main Street – Pizzeria
Antico Sign Variance
Report No. 15-089
File No. DVP 1105

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

That Council approve the issuance of Development Variance Permit DVP 1105 for a proposed sign located at 101-4369 Main Street to:

1. Vary the fascia sign design as follows:
 - a) Vary the lettering height from 300 mm to 503 mm

as shown on the sign design plan dated received May 22, 2015 prepared by Signage Centre and attached as Appendix B to Administrative Report No. 15-089; and further,

That Council direct staff to advise the applicant that prior to issuance of DVP 1105, that the rear-lighting method for the proposed sign be consistent with the Sign Bylaw, to the satisfaction of the General Manager of Resort Experience.

CARRIED

DVP 1100 – 8328, 8332,
8340 Mountain View
Drive – Parcel Frontage
and Retaining Wall
Variances
Report No. 15-090
File No. DVP 1100

At 7:02 p.m., Mayor Wilhelm-Morden declared a conflict of interest as one of her partner’s relatives is involved in this project and left the meeting. Councillor S. Anderson took over as chair of the meeting.

At 7:22 p.m. a one minute recess was called by Acting Mayor S. Anderson, and then the meeting resumed.

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

That the proposed staff resolution be amended so that item 1 a) & b) of the recommendations regarding 8340 and 8328 Mountain View Drive vary the minimum frontage from 18 metres to 9.14 meters, and 9.21 meters instead of

24 meters, essentially allowing only 325 square meters of building on each of the two lots.

Opposed: Councillor J. Grills, Councillor J. Ford, Councillor J. Crompton, Councillor S. Anderson

DEFEATED

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

That Council approve the issuance of Development Variance Permit DVP 1100 for the proposed development located at 8328, 8332 and 8340 Mountain View Drive to:

1. Vary the parcel frontages as follows to facilitate proposed subdivision and to permit a detached dwelling greater than 325 square metres in gross floor area :
 - a) At 8340 Mountain View Drive, vary the minimum frontage from 24 metres to 9.14 metres;
 - b) At 8328 Mountain View Drive, vary the minimum frontage from 24 metres to 9.12 metres;
2. Vary the setbacks and height as follows for a proposed retaining wall:
 - a) At 8328 Mountain View Drive, vary the north side setback from 1.0 metre to 0.0 metres from the property line, and vary the height from 0.6 metres to 7.6 metres;
 - b) At 8332 Mountain View Drive, vary the south side setback from 1.0 metre to 0.0 metres from the property line and vary the height from 0.6 metres to 7.6 metres;

as generally shown on the Proposed Subdivision Plan dated October 25, 2014, prepared by Whistler Alpine Development and on the Roadworks Drawings R1 and R2, dated September 24, 2014, prepared by Kerr Wood Leidal Consulting Engineers, attached as Appendices C and D to Administrative Report No. 15-089;

That Council not vary the south side setback from 1.0 metre to 0.5 metres from the property line and not vary the height from 0.6 metres to 7.6 metres for a proposed retaining wall at 8328 Mountain View Drive; and further,

That Council direct staff to advise the applicant that prior to issuance of DVP 1100, the following matters must be completed to the satisfaction of the General Manager of Resort Experience:

- a) Adoption of Land Use Contract Discharge and Zoning Amendment Bylaw (RS1 Zone - 8340 Mountain View Drive) No. 2058, 2014;
- b) Revised Roadworks drawings, stamped by a professional engineer, to reflect the approved variances;
- c) Registration of a covenant on 8332 Mountain View Drive restricting gross floor area of a detached dwelling to 325 square metres;
- d) Receipt of a tree preservation and landscape remediation plan generally in conformance with the planting plan attached as Appendix E to Report No. 15-089;
- e) Receipt of a landscape estimate for the proposed landscaping; and,
- f) Receipt of a letter of credit or other approved security in the amount of 135% of the landscape estimate, such security to be administered

in accordance with Council Policy G-9 Landscape Security for
Development Permit.

Opposed: Councillor A. Janyk, Councillor S. Maxwell

CARRIED

At 7:52 p.m. Mayor Wilhelm-Morden returned.

OTHER BUSINESS

There were no items of Other Business.

CORRESPONDENCE

2015 Community
Recognition Awards
File No. 3009

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

Correspondence from Lynne Embury-Williams, Executive Director of Wood
WORKS! BC, dated June 2015, inviting nominations for recently completed
civic buildings for the 2015 Community Recognition Awards be received and
referred to staff for consideration.

CARRIED

ADJOURNMENT

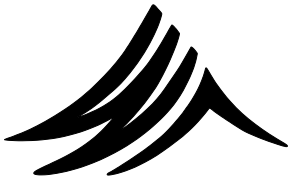
Moved by Councillor J. Crompton

That Council adjourn the July 7, 2015 Council meeting at 7:52 p.m.

CARRIED

Mayor N. Wilhelm-Morden

Deputy Corporate Officer:
L. Schimek



WHISTLER

MINUTES

**SPECIAL MEETING OF MUNICIPAL COUNCIL
MONDAY, JULY 13, 2015, STARTING AT 10:05 A.M.**

**At Municipal Hall, Flute Room
4325 Blackcomb Way, Whistler, British Columbia V0N 1B4**

PRESENT:

Mayor N. Wilhelm-Morden

Councillors: S. Anderson, J. Crompton, and S. Maxwell

Chief Administrative Officer, M. Furey
Recording Secretary, A. Winkle

Vancouver Coastal Health:
Kip Woodward, Board Chair
Mike Nader, Chief Operating Officer - Coastal

ABSENT: Councillor J. Ford, Councillor J. Grills, and
Councillor A. Janyk

ADOPTION OF AGENDA

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

That Council adopt of the Special Council agenda of July 13, 2015.

CARRIED

OTHER BUSINESS

Introductions

Introductions were made of new and incumbent Council members and the delegates from Vancouver Coastal Health (VCH).

Planning

A discussion was held regarding planning and topics of mutual interest, for health care including:

- the impacts of mass gatherings on permanent core healthcare facilities;
- the Whistler Heliport;
- service needs in the Sea to Sky Corridor;
- mental health services and homelessness in Whistler;
- VCH Healthy Community Collaboration Agreement opportunities;
- Provincial downloading of costs to municipal governments;
- areas of responsibility for first responders (fire services, ambulance);

- health care challenges of the May Long Weekend;
- budget approval timelines for the Regional Hospital Board;
- the role of the Public Health Officer for commenting on environmental issues;
- Water conservation management.

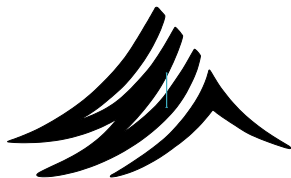
ADJOURNMENT

Moved by Councillor J. Crompton

That Council adjourn the July 13, 2015 Special Council meeting at 10:57 a.m.
CARRIED

Mayor N. Wilhelm-Morden

Corporate Officer: S. Story



REPORT | INFORMATION REPORT TO COUNCIL

PRESENTED: July 21, 2015
FROM: Chief Administrators Office
SUBJECT: KEY COMMUNITY PERFORMANCE INDICATOR UPDATE (2014)

REPORT: 15-093
FILE: 8362

COMMENT/RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

That the recommendation be endorsed.

RECOMMENDATION

That Information Report No. 15-093 regarding the 2014 annual update to Whistler's key community performance reporting program be received.

REFERENCES

Reference A – www.whistler.ca/monitoring

PURPOSE OF REPORT

The purpose of this report is to provide Council with an overview of the recent updates to the municipal monitoring and reporting structure for key performance indicators (KPIs), as well as to provide a summary of key performance insights from the 2014 reporting year.

DISCUSSION

Since the initiation of the Resort Community Monitoring Program in 1993, the RMOW has provided important quantitative and qualitative information related to economic, social and environmental dimensions of the community. The program was originally developed in the context of Whistler's Comprehensive Development Plan, which established policies for the creation and implementation of a resort monitoring system. The initial program produced an electronic and hard copy report that was available to the public, and was valuable in providing information for community planning, business planning and background reports.

Aligning the Resort Community Monitoring Program with the Whistler2020 Vision was identified as a priority during the early stages of the Whistler2020 plan development process. This alignment of the monitoring program broadened the scope of the program, leveraged the best available data collected by the municipality and its partners, was substantively informed through extensive community engagement processes and ultimately was completed by staff in 2004 and annually presented to Council beginning with the 2005 reporting year.

Approximately 85 indicators were included within the realigned reporting structure in addition to a suite of relevant demographic data for the community. Indicators were aligned and organized by Whistler2020 Priorities, and a smaller set of 'core' indicators were chosen to allow a 'high-level' dashboard look at overall progress when required. Data was updated annually (or as frequently as

data sources would permit), and from 2006 to 2015, all data was conveniently available on a web-based tool located at whistler2020.ca, was summarized into an annual 'scorecard' which was available for download, was annually presented to Council, and was employed to support ongoing staff planning, community engagement and project development responsibilities.

Monitoring and reporting Whistler's progress toward (or away from) our community Vision and related targets is essential to provide transparency, inform decision-making and enable continuous improvement. The Monitoring Program provides the resort community with a number of essential functions and benefits, including:

- Informing decision-making throughout the resort community
- Informing work plans and key deliverables
- Ensuring transparency and accountability to resort community stakeholders
- Engaging Whistler businesses, residents and visitors in the journey toward our Vision

Data is compiled on an annual basis through a variety of channels and is coordinated through the Chief Administrators Office with most of the technical work being executed by the Whistler Centre for Sustainability. In addition to municipal operations, data sources include organizations such as Tourism Whistler, BC Hydro, BCStats and Stats Canada, and the Whistler Community Life Survey.

In 2014, staff made the decision to rationalize web-hosting and website service costs where appropriate. This process led to the decision to move the data that had been compiled, stored and shared through the whistler2020.ca site to the primary whistler.ca site. The transition of the full reporting and monitoring system between sites was a considerable task, however it also offered a series of important benefits:

1. An opportunity to review and improve the clarity of the content related to each of the reported indicators to make it more reader/user-friendly,
2. Ability to better link relevant data to ongoing corporate communications including: web stories, media releases, Whistler Today articles, as well as other sections of the municipal website in a more seamless, coordinated fashion,
3. An opportunity to align the look and feel of the information with the broader municipal corporate identity guidelines,
4. An opportunity to more thoroughly align the 'interpretive performance icons' with the 'corporate' key performance reporting structures,
5. As well as a significant opportunity to make the reporting and monitoring program more intuitively accessible and available to the 200,000 annual unique visitors to the whistler.ca site.

While not fully completed at this point, most of the data has been migrated to its new location at: www.whistler.ca/monitoring. This short, 'intuitive' URL should help to increase awareness of the data, and promote increased access to the information available.

When 100% completed, this landing page will provide convenient access to all of the key community performance indicators included within the community monitoring and reporting program, as well as access to the aligned Corporate Plan performance reporting, key relevant demographic and community context data (still in progress) – screenshot(s) below:



Community Performance Indicators:

The Community Performance Indicators are based on five guiding priorities, and provide vision and guidance for all corporate initiatives. There are more 90 indicators of success which were selected through intensive community engagement processes, including the [Whistler2020](#) community strategy and subsequent strategic plans.



Corporate Plan Performance Reporting:

The [Corporate Plan](#) is designed to be consistent with the five priorities of the [community vision](#). It is updated every year with input from all RMOW departments, establishing six goals which reflect both Council and community objectives.



Whistler Facts and Figures:

The community facts and figures information provides an overview of population and development trends, demographic, socio-economic, as well as household characteristics for Whistler's permanent resident population. This overview also includes land use, recreation visitation trends, and some data for the neighbouring communities of Squamish and Pemberton.

Indicators maintain the organizational structure of the Whistler2020 Community Priorities, and all indicators can be viewed either as a summarized 'dashboard' view by Priority area (below), or individually in greater detail (next page):

Enriching Community Life

Whistler's shared community goal and plan for success by the year 2020 aims for the community to be attractive and liveable with a strong social fabric. The majority of the local workforce and many long-time members of the community make Whistler their home.

- Personal Health Status
- Resident Affordability
- Resident Satisfaction
- Unlawful Incidents
- Satisfaction with Recreation Opportunities
- Workforce Living Locally
- Satisfaction with Access to Learning Opportunities

Additional Related Indicators

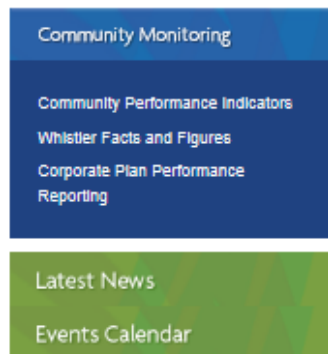
Enhancing the Resort Experience

Protecting the Environment

Ensuring Economic Viability

Partnering for Success

Example of a specific indicator page:



Statistical Trend

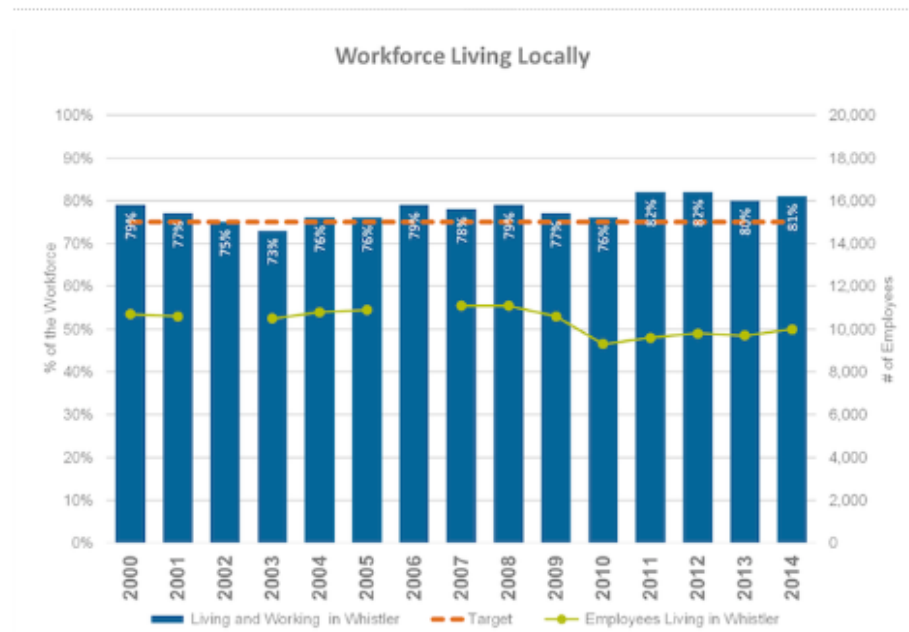
- desired direction
- undesired direction
- no change, or statistically insignificant change



Performance relative to target level

- satisfied with current level of performance
- not satisfied with current level of performance
- desired target level unknown

Workforce Living Locally



An estimated 81% of the Whistler workforce reported living within municipal boundaries in 2014. This value is statistically unchanged from the previous year and is in excess of the defined target of housing a minimum of 75% of the Whistler workforce locally.

Why Monitor This:

Whistler has a target of having 75% of its labour force living in Whistler by 2020. A local workforce enriches community life through increased potential for shared interactions, strengthened social capital, a more vibrant local community character and a more authentic visitor experience. Living and working in the same community can have a positive impact on local air quality by reducing commute lengths and limiting green house gas emissions.

What Does This Measure:

This indicator measures the percentage of Whistler employees living within Whistler during the winter season. The Whistler Housing Authority conducts an annual Whistler employer survey to determine how many employees live in Whistler during the winter season. This data is divided by the total number of reported full time equivalent employees in Whistler.

Useful Links:

- [Whistler Housing Authority](#)
- [Whistler Chamber of Commerce](#)
- [Residential Tenancies](#)
- [Tenant Resource & Advisory Centre](#)

Key Insights from the 2014 Data

Council and the broader community are invited to explore the monitoring results for 2014 at whistler.ca/monitoring, however some of the key highlights are summarized below for convenience.

Core community indicator results presented below represent the 2014 reporting year and the most recent year-over-year trend unless otherwise noted. Interpretation of the performance iconography is provided below, on the right (and is identical to the system used in the Annual Report and Corporate Plan).

Table 1 Summary of Core Community Indicators (2014 data)



As evidenced in the core indicator summary shown above,

- **Community Life** indicators are generally stable with positive results. Exceptions to this pattern include Learning Opportunities and Resident Affordability—each with stable but undesirably low results—and Resident Satisfaction, which was found to have a statistically relevant year-over-year reduction, but still demonstrates very high levels of satisfaction.
- **Resort Experience, Economic Viability** and **Partnering for Success** indicators are all stable and/or improving with strong results.
- While year-over-year results for core **Environmental indicators** are either statistically stable or improving—the actual performance results are, in most cases, lagging behind the community's targeted performance goals. This fact thereby demonstrates the need for continued diligence and engagement in these areas.

Note that the indicators presented above only represent the 'core' indicators for each Priority area, considerable additional detail is provided on whistler.ca/monitoring for each area.

WHISTLER 2020 ANALYSIS

The development and production of the annual community key performance monitoring and reporting program supports the following:

W2020 Strategy	TOWARD Descriptions of success that resolution moves us toward	Comments
Partnership	Decisions consider the community's values as well as short and long term social, economic and environmental consequences	The annual monitoring program informs decision making, and provides important performance insights relative to the community's adopted goals, targets and priorities.

The development and production of the annual community key performance monitoring and reporting program does not move the community away from any identified Whistler2020 Descriptions of Success.

OTHER POLICY CONSIDERATIONS

The community performance reporting system directly supports the goals, policies and deliverables included within the OCP, the Annual Report and Corporate Plan, and Whistler2020 as well as a variety of sector-specific plans and strategies across municipal operations.

BUDGET CONSIDERATIONS

The cost of the annual community monitoring and reporting program is approximately \$65,000 (\$40,000 for data collection, compilation and assessment + \$25,000 to develop, execute and compile results for the annual Community Life Survey). Consolidating web hosting and site servicing fees will leverage ongoing savings for the organization (approx. \$11,000/year). However, to catalyze these ongoing annual savings, a one-time cost of approximately \$9,000 has been invested to transition the monitoring program to the whistler.ca platform in 2015.

There are no incremental costs associated with the recommendation included within this report, all costs noted above, are included in existing 2015-2019 Five Year Financial Plan.

COMMUNITY ENGAGEMENT AND CONSULTATION

The data included within the community performance monitoring and reporting program is used for a wide variety of community awareness and engagement opportunities throughout the year. Most recently, this data formed a foundational element of the 2015 Financial Planning engagement cycle.

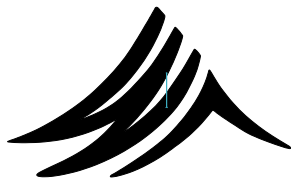
The data included within the monitoring and reporting program is available to the public and other interested parties at www.whistler.ca/monitoring.

SUMMARY

This report provides an overview of the recent updates to the municipal monitoring and reporting structure, and also provides a summary of the key performance indicators (KPIs) results and insights from the 2014 reporting year.

Respectfully submitted,

Ted Battiston
MANAGER OF SPECIAL PROJECTS
for
Mike Furey
CHIEF ADMINISTRATORS OFFICE



REPORT | INFORMATION REPORT TO COUNCIL

PRESENTED: July 21, 2015

REPORT: 15-095

FROM: Resort Experience

FILE: 7006.01

SUBJECT: PLANNING AND BUILDING DEPARTMENTS APPLICATION ACTIVITY
REPORT – 2015 SECOND QUARTER

COMMENT/RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

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

RECOMMENDATION

That Information Report No. 15-095 summarizing the Planning Department and Building Departments application activity for the second quarter of 2015 be received.

REFERENCES

Appendix A – Table A.1: Planning Department New Applications By Type
Table A.2: Planning Department Application Processing Status
Table A.3: Building Department New Applications By Type
Table A.4: Building Department Application Processing Status

PURPOSE

This report presents a summary of Planning Department and Building Departments application activity for the second quarter of 2015.

DISCUSSION

Background

Council has requested regular and on-going reporting of statistics on Planning and Building Department applications. Staff has committed to providing quarterly reports to Council. The first quarterly report was presented to Council April 28, 2015 for the first quarter of 2015 and also provided a summary of activity for the year 2014. This report presents the activity report for the second quarter of 2015, March 1, through June 30, 2015, as well as year to date information and totals for 2014 for comparison.

Activity Report

Summary tables presenting the number of applications by type of application, and their status as either active or approved, are presented in Appendix “A” for both the Planning Department and the Building Department.

As shown in Appendix A.1, in the 2nd quarter of 2015 the Planning Department received 70 new applications, compared to 62 for the 1st quarter. The total for year to date 2015 through the first 2

quarters is 132 new applications, compared to the total of 252 new applications for all of 2014. The statistics also show the distribution of applications by type, with Development Permit applications continuing to represent the largest number of applications.

Appendix A.2 shows three tables that provide the processing status of new Planning Department applications received in the first 2 quarters of 2015, as well as outstanding applications from 2014 and their processing status as of the end of the 2nd quarter 2015. The addition of these two tables represents the total volume of applications being processed by the Planning Department in the first 2 quarters of 2015 and the status of these applications. In total, the Planning Department had 214 applications in process, of which 108 were approved, 2 denied, 16 withdrawn or cancelled and 88 remaining in progress.

Appendix A.3 shows that in the 2nd quarter of 2015 the Building Department had 382 new files, compared with 233 for the 1st quarter. The total year to date 2015 through the first 2 quarters is 615 new files, compared to the total of 1,075 new applications for all of 2014. The statistics also show the distribution of files by type, with Building Permits and Information requests representing the majority of the files.

Appendix A.4 shows three tables that provide the processing status of new Building Department files received in the first 2 quarters of 2015, as well as outstanding applications from 2014 and their processing status at the end of the 2nd quarter 2015. The addition of these two tables represents the total volume of applications being processed by the Building Department in the first 2 quarters of 2015 and the status of these applications. In total, the Building Department had 911 files in process, of which 250 were approved, 0 denied, 8 withdrawn or cancelled, 469 completed or granted occupancy and 184 remaining in progress.

WHISTLER 2020 ANALYSIS

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

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

OTHER POLICY CONSIDERATIONS

Planning and building applications are processed consistent with established municipal procedures and consistent with legislated requirements. The Planning and Building Department maintain on-going project tracking to monitor and manage work flow and project assignments. This information is also being utilized to inform work on the Customer Service Strategy and related initiatives within the Planning and Building departments.

BUDGET CONSIDERATIONS

The preparation of these quarterly reports is provided for within the existing operating budgets of the Planning and Building Departments. Review and monitoring of application volumes factor into staff resourcing.

COMMUNITY ENGAGEMENT AND CONSULTATION

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

SUMMARY

This report presents Council with summary information on Planning and Building Department application activities for the first quarter of 2015 along with comparisons to the first quarter and for the year 2014. This is the second of on-going quarterly reports that will be provided as requested by Council.

Respectfully submitted,

Mike Kirkegaard
DIRECTOR OF PLANNING
for
Jan Jansen
GENERAL MANAGER OF RESORT EXPERIENCE

Table A.1
Planning Department
New Applications Received By Type

Type	Q2-2015	Q1-2015	Total 2015 YTD	Total 2014
Antenna Siting	0	0	0	2
Blackcomb Benchland Permit	0	1	1	0
Board of Variance	6	5	11	21
Covenant Modification	4	8	12	19
Crown Referral	1	0	1	8
Development Permit	21	24	45	79
Development Variance Permit	5	6	11	14
Liquor Licence	12	8	20	37
Official Community Plan	0	0	0	2
Rezoning	3	4	7	25
Section 219	2	1	3	5
Sign Permit	16	5	21	40
TOTAL Planning	70	62	132	252

Table A.2
Planning Department
Application Processing Status

New Applications Received 2015 - Q1 & Q2

Type	2015 YTD (Q1&Q2)	Approved	Denied	Withdrawn/ Cancelled	In Progress
Antenna Siting	0				
Blackcomb Benchland Permit	1			1	
Board of Variance	11	9		1	1
Covenant Modification	12	4		2	6
Crown Referral	1	1			
Development Permit	45	27		2	16
Development Variance Permit	11	2		3	6
Liquor Licence	20				20
Official Community Plan	0				
Rezoning	7	2		1	4
Section 219	3	2			1
Sign Permit	21	16			5
TOTAL	132	63	0	10	59

2014 Applications Processed in 2015 Q1 & Q2

Type	2015 YTD (Q1&Q2)	Approved	Denied	Withdrawn/ Cancelled	In Progress
Antenna Siting	2		1		1
Blackcomb Benchland Permit	0				
Board of Variance	0				
Covenant Modification	7	4			3
Crown Referral	2				2
Development Permit	24	13		4	7
Development Variance Permit	12	9	1		2
Liquor Licence	4	3		1	
Official Community Plan	1				1
Rezoning	15	9			6
Section 219	3	2			1
Sign Permit	12	5		1	6
TOTAL	82	45	2	6	29

Total 2014 and 2015 Applications in Process 2015 Q1 & Q2

Type	Total	Approved	Denied	Withdrawn/ Cancelled	In Progress
Antenna Siting	2	0	1	0	1
Blackcomb Benchland Permit	1	0	0	1	0
Board of Variance	11	9	0	1	1
Covenant Modification	19	8	0	2	9
Crown Referral	3	1	0	0	2
Development Permit	69	40	0	6	23
Development Variance Permit	23	11	1	3	8
Liquor Licence	24	3	0	1	20
Official Community Plan	1	0	0	0	1
Rezoning	22	11	0	1	10
Section 219	6	4	0	0	2
Sign Permit	33	21	0	1	11
TOTAL	214	108	2	16	88

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

Type	Q2-2015	Q1-2015	Total 2015 YTD	Total 2014
Building Permit	86	55	141	305
Comfort Letter	3	1	4	8
Fireplace Permit	2	1	3	10
Information Request	183	121	304	427
Red File	7	2	9	29
Plumbing Permit	83	45	128	251
Demolition	18	8	26	45
TOTAL Building	382	233	615	1075

Table A.4
Building Department
Application Processing Status

New Applications Received 2015 - Q1 & Q2

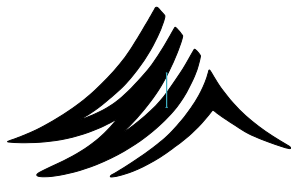
Type	2015 YTD (Q1 & Q2)	Approved	Denied	Withdrawn/ Cancelled	Completed/ Occupancy	In Progress
Building Permit	141	83		1	6	51
Comfort Letter	4				4	
Fireplace Permit	3	2			1	
Information Request	304				295	9
Red File	9				2	7
Plumbing Permit	128	82			11	35
Demolition	26	18		1	1	6
TOTAL Building	615	185	0	2	320	108

2014 Applications Processed in 2015 - Q1 & Q2

Type	2015 YTD (Q1 & Q2)	Approved	Denied	Withdrawn/ Cancelled	Completed/ Occupancy	In Progress
Building Permit	135	34		4	70	27
Comfort Letter	0					0
Fireplace Permit	0					0
Information Request	14				14	0
Red File	26				3	23
Plumbing Permit	114	30		1	57	26
Demolition	7	1		1	5	0
TOTAL Building	296	65	0	6	149	76

Total 2014 and 2015 Applications in Process 2015 - Q1 & Q2

Type	Total	Approved	Denied	Withdrawn/ Cancelled	Completed/ Occupancy	In Progress
Building Permit	276	117	0	5	76	78
Comfort Letter	4	0	0	0	4	0
Fireplace Permit	3	2	0	0	1	0
Information Request	318	0	0	0	309	9
Red File	35	0	0	0	5	30
Plumbing Permit	242	112	0	1	68	61
Demolition	33	19	0	2	6	6
TOTAL Building	911	250	0	8	469	184



REPORT | INFORMATION REPORT TO COUNCIL

PRESENTED: July 21, 2015

REPORT: 15-098

FROM: Infrastructure Services

FILE: 573

SUBJECT: GATEWAY LOOP - REPORTING BACK

COMMENT/RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

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

RECOMMENDATION

That Information Report No. 15-098 regarding the Gateway Loop Preliminary Design be received.

PURPOSE

To respond to Councils' direction given at the March 31, 2015 Regular Meeting of Council regarding the staff report "Gateway Loop Enhancement Options, Report No. 15-047".

DISCUSSION

At the March 31, 2015 Regular Meeting of Council, staff presented a report entitled "Gateway Loop Enhancement Options". Council authorised staff to continue to advance the 'Medium Intervention' design concept. In addition to that direction, Council requested a report back addressing the four topics set out below. To assist staff with this exercise, an engineering consultant was retained to help evaluate the "Topics" and the "Preferred Solutions" described below:

Topic 1 – Bus/Shuttle Entrance Safety: The new Medium Intervention design concept will relocate all shuttle and bus activities into the newly constructed main bus area, with no direct left turn access from Village Gate Boulevard. In order to access the new operating zone, buses and shuttles originating from areas east of the Gateway Loop area would be required to take more circuitous routes to eventually be travelling eastbound on Village Gate Boulevard in order to enter the new bus/shuttle operating zone. In doing so, it is expected that many busses/shuttles will choose to use Northlands Boulevard to approach this facility as opposed to the other option of travelling west out to Highway 99. The length of roadway at the new entrance that is available for weaving from the left lane into the curbside lane is very short.

Discussion 1: This very short weaving movement may cause conflicts with the motorists already in, or just entering, the curb lane. When the buses from Northlands Boulevard are accessing the facility by turning left onto Village Gate, the through traffic on Village Gate is obviously stopped at a red light so there is no conflict with any through traffic on Village Gate Boulevard. A conflict instead occurs with the vehicles exiting Gateway Drive and turning right onto Village Gate Boulevard. Staff have examined the various ways to prevent this conflict. The potential solution that traffic engineers usually first examine when faced with a traffic conflict, is whether one of the conflicting movements can simply be eliminated. In this case, first we looked at eliminating the right turn movement from Gateway Drive. Although possible, we found this to be impractical as the intersection arrangement

does not lend itself well to this type of prohibition. We also felt that non-compliance would very likely be an issue, with vehicles continuing to make this movement regardless of the prohibition. Staff also examined eliminating the left turn from Northlands Boulevard. This was rejected as this movement is very popular and it would have overall adverse consequences for traffic patterns in the larger Village area.

Two other options were examined that involved traffic control mechanisms to inform motorists about the conflict without eliminating the movements entirely (refer to Figure 1). The first traffic control option involves signage raising awareness of the turning movement and reinforcing the requirement to yield to turning busses. A “yield to turning busses” messaging sign would be installed as motorists prepare to make the right turn. The second option examined involved reconstructing the traffic signals at the intersection of VGB/Northlands/Gateway Drive. This would entail adding a new left-turn phase that would allow the north-south left turns to have priority while simultaneously prohibiting a right-turn on red for the motorists exiting Gateway Drive. Although technically, this can eliminate the conflict, the disadvantages are significant in that the addition of this new phase will reduce the time allotted for the crucially important east-west load-in and load-out traffic that Village Gate Boulevard experiences daily. Staff are of the view that the capacity for this crucial movement must be preserved.

Preferred Solution 1: Staff conclude that Option 1 shown on Figure 1 below can safely warn right-turning motorists of the short weaving movement for vehicles accessing the new bus/shuttle zone. In addition, staff will incorporate an information program for bus operators to encourage them to consider approaching the site from Highway 99, in order that they have sufficient distance to weave into the curbside lane.



Figure 1 – Traffic Control Options at Gateway Drive Right Turn – Two Options

Topic 2 – Added Left Turn Bay: This topic suggests an additional left-turn be permitted at Village Gate Boulevard for westward travelling busses/shuttles immediately adjacent to the new entry for the bus/shuttle zone. This topic is related to Topic 1 in that it provides a solution to the longer travel time for new users of the bus/shuttle zone, and eliminates the possibility of increasing the number of conflicting movements created between right-turns from Gateway Drive and the left turns from Northlands Boulevard.

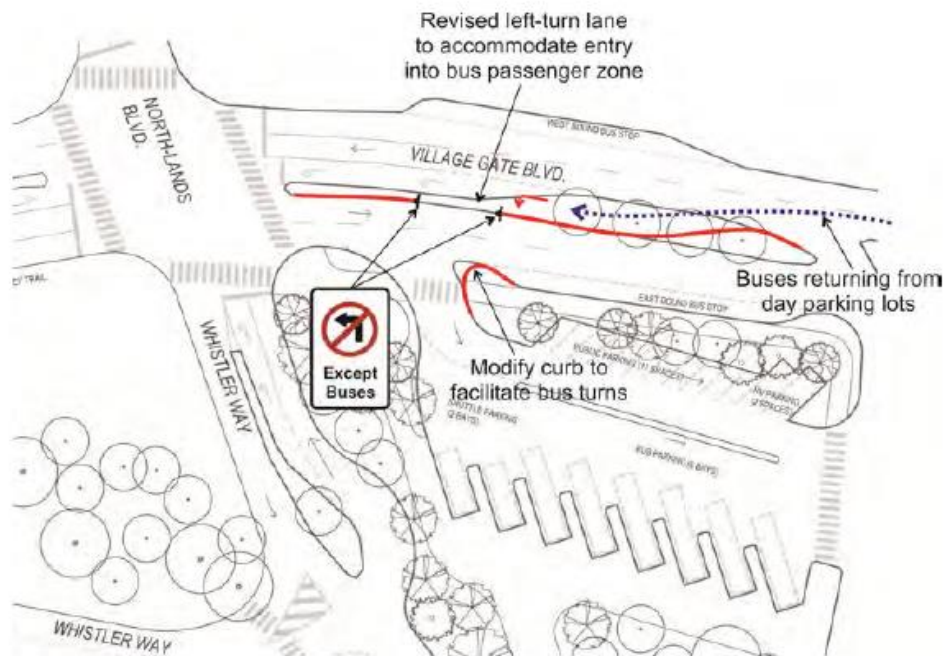


Figure 2 – Additional Left Turn - Village Gate into Bus/Shuttle Zone

Discussion 2: The new left turn installation would involve an extension and shared-use of the VGB left turn lane (See Figure 3). This shared lane use will create instances when vehicles wishing to turn left at Gateway will be stuck behind busses/shuttles waiting to turn left at the new entry. Although not disastrous, this will result in periodic frustration to motorists. Also, this new left turn installation may create confusion for motorist travelling eastward on VGB as it will be unexpected to have an uncontrolled left turn movement take place in front of you in such close proximity to the completely-controlled intersection at VGB/Northlands/Gateway.

The construction of this solution will remove a significant part of the existing landscaped traffic island in order to provide queuing distance for the busses and shuttles using the new entrance. Staff are concerned that shifting this queuing activity further east from where it occurs now (at the existing intersection VGB/Northlands/Gateway), raises the frequency for blockages to occur at the Gateway Drive exit laneway adjacent to the BlueShore Credit Union.

Pedestrian movements in this zone are voluminous and important, particularly those using Transit. With this new left turn installation, there would be heightened potential that left-turning busses will block the VGB eastbound traffic as they stop for pedestrians crossing the entry to the new bus/shuttle zone particularly when the eastbound transit buses arrive.

Staff have examined a number of avenues to see if this installation could be made to work safely. "No Left Turn Except Buses" (as shown in Figure 2) could help keep passenger vehicles out of this zone. "Caution Buses Turning" signs and even flashing lights may help the eastbound VGB traffic

to expect the left turn movements into the new bus/shuttle zone. If warranted, the existing signals at VGB/Northlands/Gateway can be modified to have a priority phase that would permit a green signal for only the westbound lanes of VGB. This would create an opportunity for all of the left turning vehicles to proceed. The timing for this added green phase would need to be carefully designed. If only utilized during peak load-out conditions, it should have little impact other than to cause some delay to the inbound VGB vehicles. If utilized during load-in conditions, it would have more serious consequences for those eastbound VGB travellers.

Preferred Solution 2: After this examination, it appears that it may be technically possible to install this uncontrolled left turn without a safety issue, but the operational concerns remain significant issues. The potential for blockages of the entry whenever a Transit bus arrives at the VGB eastbound stop, and the possible blockage of the exit to the Gateway Loop area by queuing shuttles/buses, are predominant among staff's concerns. The loss of the landscaping entry feature is significant and the need to accommodate this new left turn would defeat the effectiveness of the soft/hard landscaping barrier proposed in **Preferred Solution 3**, as it would punch a large hole in the barrier.

Topic 3 – Mid Block Crossings: This topic involves the high volume of pedestrian jay-walking across Village Gate Boulevard primarily driven by the existing bus stop located at the north side of VGB. This bus stop services every bus trip leaving the Village, both northbound and southbound. It is extremely heavily used.

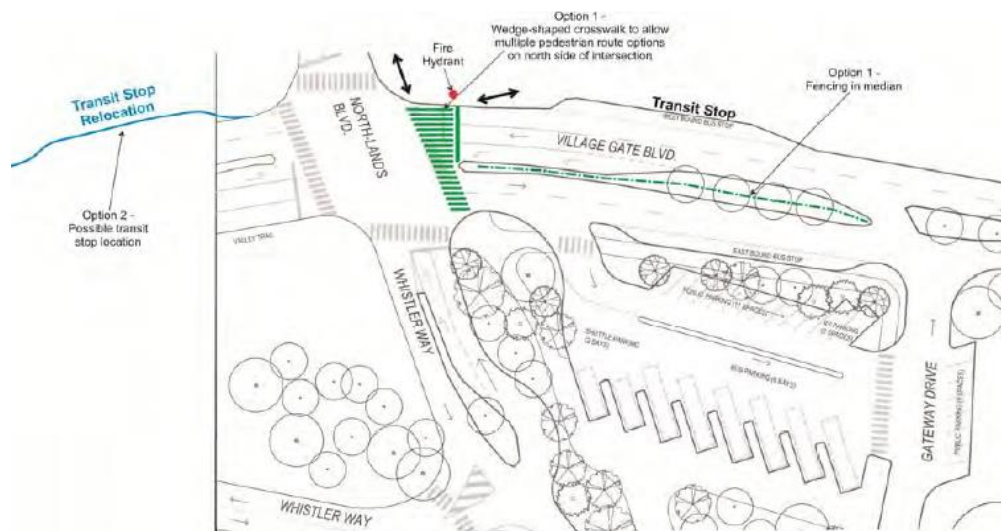


Figure 3 – Pedestrian Incentives

Discussion 3: The bus stop on the westbound lanes of VGB adjacent to the Gateway Loop area, is extremely heavily used. The northbound buses leaving the Village all stop here and then turn right onto Northlands Boulevard, continuing northward. The southbound busses all stop here and then turn left on Highway 99 for their southern destinations. Staff have examined three primary approaches to reducing or eliminating the large number of pedestrian jay-walking instances here: 1) Move the bus stop to eliminate the existing desire-line to and from this bus stop; 2) create incentives and barriers to encourage alternate behaviour; and 3) provide a new pedestrian crossing in place of the existing desire line.

Approach A - Move the Bus Stop/Shelter

Staff examined simply relocating the existing bus stop immediately west of the Northlands/VGB/Gateway intersection (See Figure 3). Staff believe this would eliminate the majority of the jay-walking that occurs. Although this solution would work well for the southbound transit routes, it would not work well for northbound service, particularly in the Village North area, including the Village Shuttle service. Staff examined some variations to this. First we examined splitting the northbound and southbound routes by moving the southbound bus stop/shelter as described above, but creating a new northbound bus stop/shelter along Northlands Boulevard. Unfortunately, the building setbacks on the southern part of Northlands do not permit the construction of a bus pull-out, sidewalk and bus shelter of the scale needed for the routes and frequencies of our northbound routes. Second, we considered realigning the northbound routes along Main Street. This can work but it leads to an operational cost premium of approximately \$200 - \$300 thousand per year as each trip on each route would have 2 or more minutes added to their schedules. Staff also considered other variations including re-routing the northbound routes down Blackcomb Way, and reversing the direction of the Village Shuttle, etc. These variations all led to a significant degradation in Transit service in one way or another and were rejected.

Approach B - Create Pedestrian Incentives And Barriers

The existing eastern crosswalk on at the VGB/Northlands/Gateway intersection is configured in a way that discourages pedestrians from using it to get to the bus shelter on the north side of VGB. It is angled away from the bus shelter, giving the pedestrians the feeling that the crosswalk takes them away from their destination. A simple reconfiguration of this crosswalk can help to encourage more use of the crosswalk.

Another approach in this category is a reconfiguration of the proposed design of the eastbound bus stop on VGB. A significant number of jay-walkers get off of eastbound busses and scamper across the street to Village North destinations or to the westbound bus stop across VGB. When exiting the back door of the eastbound busses and they find themselves quite far away from the existing Northlands/VGB/Gateway intersection, the location where they should be crossing VGB. The proposed design for this project will pull that eastbound VGB bus stop, as close to the intersection as possible, to make the jay-walking movement less appealing.

Village Gate Boulevard has intermediate islands at the locations frequently used by jay-walkers. They provide a convenient refuge point for these mid-block crossings. Another approach within this category is to design and erect visible barriers at these islands that will deter mid-block crossings before they are initiated. They can consist of vegetation, low fencing, or a variety of other hard and soft landscaping elements. The key to this type of approach is that the installation must provide an obvious visual barrier to pedestrians. This barrier combined with the bus stop modification solution described immediately above, will assist in moving more pedestrians to the cross walk.

Approach B – Create A New Pedestrian Crossing

A more extreme approach that was considered is to completely accommodate the pedestrian desire-lines by installation of a mid-block pedestrian activated signal. Although technically possible, the frequency of its use during peak vehicle loading periods would certainly result in a decrease in the capacity on VGB and an increase in the already detrimental periods of congestion for all upstream roadways/highways. This approach is not supported by staff.

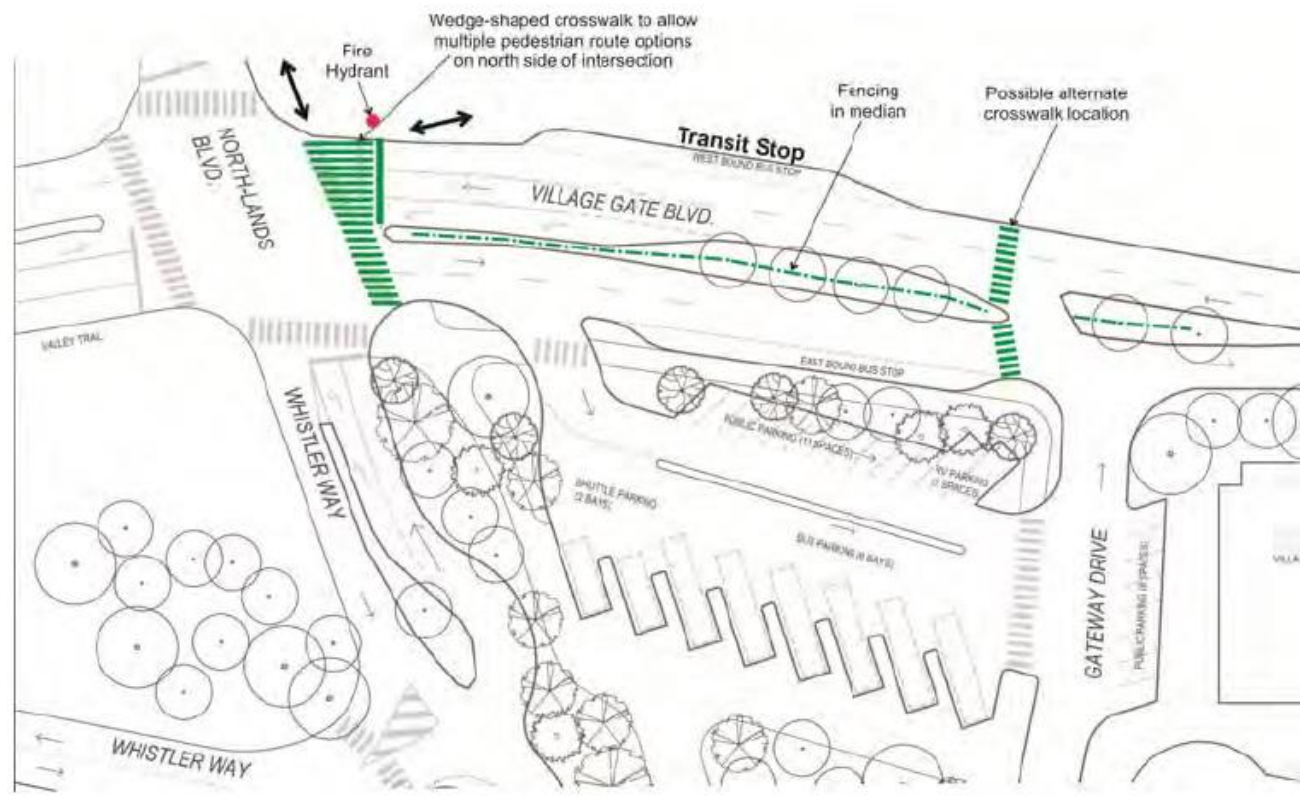


Figure 4 – New Pedestrian Crossing

Preferred Solution 3: The easy way to get rid of the offending pedestrian movements would be to get rid of the destination. Unfortunately, the only possible bus-stop-moving scenario that survived scrutiny was relocating and splitting the bus stops for southbound and northbound routes, with northbound being situated at a new bus stop/shelter on Main Street, and southbound being relocated to just beyond the adjacent intersection. The capital cost of this solution would involve two bus pull outs, two new large shelters, sidewalk reconstruction, demolition/relocation of the old shelter, and the ongoing operating cost of an added \$200 - \$300 thousand dollars per year. Given the cost, moving the westbound transit shelter and bus stop is not supported by staff. The mid-block traffic signal is also not supported by staff for roadway capacity and congestion reasons mentioned in the section above. Accordingly, the Approach B elements remain and are supported by staff. They consist of visual barriers of soft and/or hard landscaping and reconfiguring the existing crosswalk. An additional Motor Vehicle Act enforcement program is always available to address illegal mid-block crossings.

Topic 4 – Bicycle Storage: This topic involves the desire to ensure this project evaluates opportunities for providing bicycle storage.

Discussion 4: Public bicycle storage in the village core area has long been mentioned as desirable. No provision has yet been made for this type of installation in the preliminary design concept analysis. Staff believe that through the subsequent design process, a final footprint can be identified and preserved for an installation. Staff do not support proceeding with any further design work at this time primarily because, given our current knowledge, the demand for a bike storage facility is low to modest at best.

Preferred Solution 4: The current design configuration does not rule out the addition of a bike storage facility. Staff also believe that through the final design process, a specific footprint can be identified for this use if the demand warrants its construction at a future date.

Combined Preferred Solution: Given all four of the above Preferred Solutions, the final configuration would incorporate the following into the Medium Intervention configuration:

- Added signage at Gateway Drive to forewarn right-turning motorists to beware of buses turning
- Information outreach to shuttle and bus operators to encourage them to use Village Gate Boulevard eastbound when approaching the new bus/shuttle zone as opposed to accessing it from Northlands Boulevard
- Realign the pedestrian cross-walk at the east leg of VGB
- Install pedestrian barriers of soft/hard landscaping along the island on VGB
- Identify a footprint for a bicycle storage facility through the detailed design process

BUDGET CONSIDERATIONS

The elements described above will add approximately one-hundred thousand dollars to the Medium Intervention costs described previously to Council.

COMMUNITY ENGAGEMENT AND CONSULTATION

As described in Report No. 15-047 presented to Council on March 31st, 2015.

SUMMARY

That Council receive the update information report for the Gateway Loop project. Staff have evaluated a number of approaches to resolve the four topics identified by Council on March 31st of 2015. Staff are proposing that the following modifications be made to the Medium Intervention configuration for the Gateway Loop project:

- Added signage at Gateway Drive to forewarn right-turning motorists to beware of buses turning
- Information outreach to shuttle and bus operators to encourage them to use Village Gate Boulevard eastbound when approaching the new bus/shuttle zone as opposed to accessing it from Northlands Boulevard
- Realign the pedestrian cross-walk at the east leg of VGB

- Install pedestrian barriers of soft/hard landscaping along the island on VGB
- Identify a footprint for a bicycle storage facility through the detailed design process

Respectfully submitted,

Joseph Paul
General Manager of Infrastructure Services



REPORT | ADMINISTRATIVE REPORT TO COUNCIL

PRESENTED: July 21, 2015

REPORT: 15-096

FROM: Resort Experience

FILE: 8216

SUBJECT: 2015 LE DINER EN BLANC CATERING LICENSE CAPACITY

COMMENT/RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

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

RECOMMENDATION

That Council endorse a requested capacity of over 500 people for a catering licensed event, subject to Liquor Control & Licensing Branch (LCLB), Whistler Fire Rescue and Whistler RCMP approvals for “Le Diner en Blanc” event to be held Friday, August 21, 2015 at an RMOW approved location.

REFERENCES

None

PURPOSE OF REPORT

The purpose of this report is so a catering licensed event with a requested capacity of over 500 people is brought forward for Council's consideration in accordance with Council Policy G-17.

DISCUSSION

Erin Kincaid, Marc Des Rosiers and Andre Saint-Jacques are producing the Whistler version of *Le Diner en Blanc* to be held on Friday, August 21, 2015 at an RMOW approved location.

Le Diner en Blanc events occur in numerous locations around the world and are positioned as a large-scale “chic picnic” held at a secret location that is revealed at the last minute. *Le Diner en Blanc* events around the world attract thousands of attendees who conduct themselves with decorum, elegance and etiquette. A goal of the event is to attract overnight visits to Whistler and enhance the guest experience. The 2014 event was successfully produced and there were no issues reported by municipal staff, RCMP or LCLB.

Liquor service at the *Le Diner en Blanc Whistler* will be provided with the Bearfoot Bistro's Catering License Endorsement and servers and supervisors will have Serving it Right accreditation.

The liquor service area will occur within a fenced space. Liquor service hours being requested are 5pm to 10pm. The maximum capacity being requested for the licensed area is 1000 people at any one time including patrons, event staff and security.

A security plan approved by LCLB and RCMP will be implemented. All attendees must be 19 years of age or older and will be required to show 2 pieces of government issued identification to enter the licensed area. Professional security will be positioned at the entry/exit gates and throughout the licensed area. There will be an appropriate number of toilets available for attendees and a complete site clean-up after the event.

WHISTLER 2020 ANALYSIS

W2020 Strategy	TOWARD Descriptions of success that resolution moves us toward	Comments
Economic	Whistler holds competitive advantage in the destination resort marketplace as a result of its vibrancy and unique character, products and services	<i>Le Diner en Blanc</i> is a high-profile event that will help promote culinary tourism in Whistler.
Economic	Whistler proactively seizes economic opportunities that are compatible with tourism, and effectively adapts to changing external conditions	As above.
Visitor Experience	Visitors feel genuinely welcome; Visitors perceive Whistler products, services and activities to be excellent value	As above.
Visitor Experience	The resort community's authentic sense of place and engaging, innovative and renewed offerings attract visitors time and time again	As above.

OTHER POLICY CONSIDERATIONS

Council Policy G-17 Municipal Liquor Licensing Policy requires approval from Council for any Special Occasion Licensed or Catering License event of more than 500 people. The maximum occupant load for the area to be licensed is approved by Whistler Fire Rescue Service in conformance with the Council Policy G-17 and the BC Fire Code

BUDGET CONSIDERATIONS

None

COMMUNITY ENGAGEMENT AND CONSULTATION

Le Diner en Blanc has been discussed with the Whistler Events Working Committee. The concept received conditional support with a provision that the event does not have a negative impact on local restaurant business. RMOW staff have reviewed and support the 2015 event. Further, staff have directed the producers to contact the Restaurant Association of Whistler and the LLAC to obtain their support respectively

SUMMARY

The Whistler version of *Le Diner en Blanc* will be produced by Erin Kincaid, Marc Des Rosiers and Andre Saint-Jacques. The event will be held on Friday, August 21, 2015 5pm to 10pm at an RMOW approved location. A goal of the event is to attract overnight visits to Whistler and enhance the guest experience. Liquor service at the *Le Diner en Blanc Whistler* will be provided with the Bearfoot Bistro's Catering License Endorsement. The maximum capacity being requested for the licensed area is 1000 people at any one time including patrons, event staff and security. The 2014 event was successfully produced and there were no issues reported by municipal staff, RCMP or LCLB.

Respectfully submitted,

Bob Andrea
MANAGER, VILLAGE ANIMATION AND EVENTS
for
Jan Jansen
GENERAL MANAGER OF RESORT EXPERIENCE



REPORT | ADMINISTRATIVE REPORT TO COUNCIL

PRESENTED: July 21, 2015

REPORT: 15-097

FROM: Resort Experience

FILE: 8216

SUBJECT: RBC GRANFONDO WHISTLER CATERING LICENSE CAPACITY OVER 500

COMMENT/RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

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

RECOMMENDATION

That Council approve the Catering License capacity of over 500 for the RBC GranFondo Whistler to be held on Saturday, September 12, 2015, subject to Liquor Licensing and Distribution Branch (LCLB), Whistler Fire Rescue and RCMP approvals.

REFERENCES

Appendix A - RBC GranFondo Whistler Security Plan and Site Map

PURPOSE OF REPORT

RBC GranFondo Whistler's request for a Catering License capacity of over 500 people is brought forward for Council's consideration.

DISCUSSION

The RBC GranFondo Whistler on September 12th, 2015 is a large scale fully supported ride from Vancouver to Whistler with up to 4500 participants, 400 event staff and volunteers, and 1500 friends and family are expected. Riders will finish along Blackcomb Way with post ride celebrations held in Whistler Olympic Plaza.

Whistler Olympic Plaza will include a stage for awards, entertainment, a photo backdrop, The Family Zone, food and beverages. Appendix A provides a draft overview of the event, a security plan and includes a site layout of Whistler Olympic Plaza. Possible revisions will be minor and will not impact the Catering License component.

Organizers, TOIT Events, have contracted MJG – Brewpub, Restaurant, Distillery, Brewery + Retail who will be using their Catering License endorsement to serve food and alcoholic beverages as part of the celebrations allowing participants, friends, family, media, residents and guests to enjoy the festivities and welcome those who biked to Whistler. A catering license food and alcohol service was implemented the past few years without any issues reported by LCLB, RCMP, Fire Rescue and municipal event staff.

The liquor service will occur in a fenced space within Whistler Olympic Plaza. Service hours are 10:00am to 4:00pm with last call at 3:30pm. The maximum capacity requested for the licensed area is 6000 people including volunteers, event staff, service staff, security, entertainers, media, participants, support teams and families. Not all riders will arrive at the same time. The inflow of participants peaks between noon and 3:00pm in Olympic Plaza.

All riders 19 years + will be identified with a non-transferable coloured wrist bracelet confirming proper ID was shown. Only people with this bracelet will be served alcohol. Non-participants may

obtain a bracelet on site with proof of age. Professional security will be positioned throughout the licensed area. The catering licence will permit minors to access the licenced area. The security plan is subject to approval by the LCLB and RCMP.

WHISTLER 2020 ANALYSIS

W2020 Strategy	TOWARD Descriptions of success that resolution moves us toward	Comments
Arts, Culture & Heritage	Arts, cultural and heritage opportunities attract visitors and contribute to the experience and local economy	Provide opportunities for arts & crafts, music entertainment, and road cycling has become part of Whistler's culture.
Economic	Whistler holds competitive advantage in the destination resort marketplace as a result of its vibrancy and unique character, products and services	Room night driver, multiple business sectors benefit from the event
Visitor Experience	The resort community's authentic sense of place and engaging, innovative and renewed offerings attract visitors time and time again	The animation and atmosphere generated by the event enhances the visitor experience. "There's always something going on in Whistler"

OTHER POLICY CONSIDERATIONS

Council Policy G-17 Municipal Liquor Licensing Policy requires approval from Council for any Catering Licensed event for more than 500 people. The maximum occupant load requested for the licensed area in Whistler Olympic Plaza is 6000, as determined by Whistler Fire Rescue Service in conformance with the Council Policy G-17 and the BC Fire Code.

BUDGET CONSIDERATIONS

None

COMMUNITY ENGAGEMENT AND CONSULTATION

Historically organizers have appeared as a delegation to Council to provide an overview and updates regarding the event. A 2015 delegation has not yet been scheduled.

SUMMARY

The RBC GranFondo Whistler on September 12th, 2015, is a large scale, fully supported ride along the Sea to Sky highway from Vancouver to Whistler. Organizers have hired MJG – Brewpub, Restaurant, Distillery, Brewery + Retail who will use their Catering License endorsement to serve food and alcoholic beverages as part of the celebrations. The celebration area is located in Whistler Olympic Plaza. Service hours are 10:00am to 4:00pm with a last call at 3:30pm. The requested maximum capacity is 6000 for Olympic Plaza. Due to the participant demographic, location of venue and timing of the event, municipal staff support the use of a Catering License for a capacity of more than 500 persons, subject to LCLB, Fire Rescue, RCMP and Council approval.

Respectfully submitted,

Bob Andrea
MANAGER, VILLAGE ANIMATION & EVENTS
for
Jan Jansen
GM, RESORT EXPERIENCE



**EVENT PLAN FOR RBC GRANFONDO WHISTLER
SEPTEMBER 12, 2015
OLYMPIC PLAZA, WHISTLER**

Event Overview

GranFondos are mass participation cycling events that have enjoyed incredible popularity in Europe for decades, and are gaining momentum in North America. The 2010 RBC GranFondo Whistler was the first world-class Gran Fondo in Canada, this year will mark the 6th annual RBC GranFondo Whistler to be held on September 12, 2015.

Loosely translated from Italian, GranFondo means "big ride." Rides are often 100 km or more for a large number of cyclists at a variety of skill levels. Everyone from the competitive cyclist to the amateur wanting to challenge themselves over distance and time enjoy these events. While these are not races, top finishers are often recognized.

The event also has an entertainment component highlighting various music concerts at the Celebration Plaza. The Celebration Plaza will take place at Whistler's Olympic Plaza on September 12, 2015.

TOIT Events is the event management company organizing the RBC GranFondo Whistler. Celebration Plaza festivities including food and beverage will be supplied MJG - Brewpub, Restaurant, Distillery, Brewery + Retail.

Celebration Plaza Event Schedule

RBC GranFondo Whistler is scheduled to take place on September 12, 2015. The event schedule is as follows:

10:00AM	First Riders Expected	Day Lot 4, Whistler
10:00AM - 4:00PM	Celebration Plaza	Whistler Olympic Plaza
1:00PM	Awards	Celebration Plaza
4:00PM	Finish Line Closes	Day Lot 4, Whistler
4:30PM	Bike Check Closes (all bikes to be picked up by 4:30PM)	Day Lot 4, Whistler

Event Description

The festivities will start around 10:00am just in time to welcome the first riders in Whistler. With the beginning of the race starting at 6:40am we anticipate the elite riders to make their way across the finish line around 10:00 am. We will organize festivities throughout the day as the rest of the 4,500 participants arrive until 4:00 pm.

The peak periods for Celebration Plaza will be between 12pm-3pm. Alcohol will be served from 10am-3:30pm with a crowd flush between 12pm – 3pm. Last drinks will be called at 3:30pm.

Celebration Plaza includes (please refer to the map in Appendix A):

- Awards Ceremony
- Kids festivities
- Free live entertainment
- Food and refreshments by MJG - Brewpub, Restaurant, Distillery, Brewery + Retail.

As per the attached diagram Celebration Plaza will contain a licensed area- as indicated by the purple lines. There will be two controlled access points— one lane will be for the entrance and one lane for the exit at each.

The entertainment will run from 10AM – 4:00PM. There will be one DJ on stage playing family friendly soft rock, pop and blues style music.

Celebration Plaza includes (please refer to the map in Appendix A):

Main Service List for Celebration Plaza	GFW Must Have Requirements
Announcer Stage/Entertainment	Needed for awards/music – MC/DJ needed - on the main stage while utilizing RMOW sound. As well, this is where we will present our awards. This will require access to power. We will plug into the speaker system in the Celebration plaza.
Beer Garden – Full plaza fencing	There will be 4ft plaza fencing sourced Moduloc. There will be roughly 1000ft of fencing which will be placed around the outside of the entire celebration space. Double fencing or 6ft fencing will be ordered in locations where this is required. The fencing will be put up on Friday, September 11, 2015. It will enclose all aspects of the celebration space.
F & B	Provided by MJG - Brewpub, Restaurant, Distillery, Brewery + Retail for both the main food and AC tent.
Family Zone	Provided by Whistler Arts Council and Cycling BC iRide program.
Toilets/Portalets	There will be 8 portable toilets dropped outside of the fencing by the celebration plaza. Please see site layout for location.
Alta Classe Zone	Tent location - 40x60 marquee tent located on the cement part of the celebration plaza with a 20x60 with fence around the front to prohibit general access. This tent will be included within the fenced boundary to ensure it falls under the licensed area. This space will be managed MJG - Brewpub, Restaurant, Distillery, Brewery + Retail. Power is required.
Liquor License	MJG - Brewpub, Restaurant, Distillery, Brewery + Retail will apply under their catering liquor license.
Security	For entrances with vollies providing wristbands. Please see specific security details in document on pg. 4-5.
AV	Celebration Plaza AV will link into the RMOW system. We will work with our own electrician, as well as Scott Mcphee to ensure all needs are met. Power will be needed.
Event Signage	Need event signage to match the tent locations, etc (provided by GranFondo). Specific signage will be used for entry into the licensed area. (see pg. 6)

As per the attached diagram Celebration Plaza will be a licensed area - as indicated by the blue lines. There will be two controlled access points one lane, will be for the entrance and one lane for the exit at each.

The entertainment will run from 10AM – 4:00PM.

Number of Expected Participants/Capacity

The expected attendance for the RBC GranFondo Whistler is comprised of the following:

Riders- 4,500

Event staff/Volunteers- 400

Family/Friends – 1500

The crowd capacity within Celebration Plaza is limited to 6,000 people based on numbers provided by RMOW Fire Rescue Services.

Demographics

Gran Fondo demographics based on the 2012 GranFondo Whistler are as follows:

- 35+ yrs (86%)
- Participation by age (GFW2012): 25-34 = 13%; 35-44 = 31%; 45-54 = 35%; 55+ = 21%.
- Median age of 46(M)/44(F); 72% male / 28% female
- 78% married, 59% of which with children.

It is anticipated that there will be approximately 500 guests at the event under the age of 19 years- typically young children of participants.

Security and Event Plan

The licenced area will have two access points; all security guards will be briefed regarding crowd control and capacity numbers. Four foot sections of Moduloc fencing will be erected around the entire Celebration Plaza.

1. Entrance (controlled entry point – check wristband or I.D and identify with wristband)
2- persons
2. Exit (controlled exit point) – 2 persons
3. Rovers – 2 persons
4. Relief/Logistics – 2 persons
5. Security Manager – 1 persons
6. Asset Management (night) – 1 persons

1. ENTRANCE:

There will be two entrances to the celebration plaza for guests. Security officers and a volunteer monitor will be posted to the entrances to monitor patrons

entering the fenced in area. RBC GranFondo participants will be ID's when they pick up their rider number prior to the event and will be given a non-transferable wristband. Participants over 19 years of age will have a coloured (TBD) wristband that will confirm they are over 19 years of age, there will be a different coloured wrist band for those under the age of 19. The security personnel and all volunteers will be educated in what the wristband will look like.

General Public: The officers will conduct ID Checks (one must be a government issued photo ID) and a colour coded wristband will be provided to those people over 19years. For those under the age of 19 a different coloured wrist band will be issued.

The entrance guards will also assist with general security issues including bag check.

2. EXIT:

The exit will also be a controlled point and will be resourced by one guard above. No patrons will be permitted to enter through the exit lane and no alcohol will be permitted to leave the Celebration Plaza.

3. ROVERS

Two security officers will patrol the beer garden area. The rovers will assist other security officers as required.

To ensure that there is prevention of over service, intoxication and service to minors the following measures will be put in place:

- A professional security company will be engaged- United Protection Service to deliver the security plan
- Security personnel will look for signs of intoxication and not permit access to the Celebration Plaza to intoxicated individuals
- Security will be present at the entrance/exit to check for ID and ensure no alcohol is taken outside of the fenced in area
- An event phone will be available for patrons to call a taxi or family/friends to collect them
- Security personnel will be instructed to keep patrons inside the beer garden and control capacity

RCMP members (regular or auxiliary) are expected to be on the grounds during the event. RCMP, private security, and event organizers should agree on what criteria to use for dealing with problem event participants or spectators. In general, as behaviour warrants in dealing with problem individuals, the phases of imposing security intervention should include warnings, ejection, and arrest

Event Staff – Food & Beverage will be managed by the MJG - Brewpub, Restaurant, Distillery, Brewery + Retail. The Celebration Plaza will have a minimum of 20 staff at all times in the form of managers, servers, cashiers and cooks. All personnel serving alcohol work in the food and beverage industry and hold their Serving It Right certificate.

Signage

All signage will be submitted to RMOW for approval. Most signage will be of informational nature versus promotional. Here is the list of signs to be produced:

Signs will be posted at the entrance to the licensed area advising patrons they may be subject to search and ID Checks.

TERMS of ENTRY

1. Alcohol will be served to only those of legal age and with the proper identification. GranFondo Canada retains the right to refuse entry or remove individuals at their discretion.
2. All bags are subject to a search by security officers
3. Patrons may not leave the venue with alcohol.
4. No smoking - This site is a non-smoking venue.
5. Have a great time! *(Those found to be causing a disturbance will be asked to leave)*

Communications

Security officers and RCMP members will not be monitoring the same radio frequency. Therefore, communications between the security supervisor and RCMP must be maintained via cellular telephone. Each security officer will be equipped with a radio and surveillance unit ear piece in order to hear radio communications during concert times. Communications between RCMP and security officers will occur via the security supervisor.

Security and the RCMP will have contact with the Event Communication Centre.

Volunteer Roles

Role: Security Assistant

Description: Support Security at entrances by putting on wristbands

Number: 2





Hours: 10:00am - 4:00pm

2015 Entertainment Plan

The stage will be the Celebration Plaza main stage. We will have entertainment on stage from the start of the celebration to the finish: from 10:00 am to 4:00 pm. The stage will have a DJ for the entire event day, however will need to be used throughout the day to present the awards to the various winners.

Family Zone

The Family Zone will encourage all participants to come to Whistler with the family and stay overnight. The details still being planned, however some items we will be using are below. We are currently working with Whistler Arts Council to determine and exact plan.

-  Jazz the Balloon
-  Pain on People (Face Painting)
-  Cheese! Box Photo Booth
-  Crafts Station

Additional Operational Components

Electrical: We will apply for the electrical permit with the RMOW. We will work with them in regards to electrical needs.

Permit/Licenses: We have applied for the overall permit of the space, however liquor permit will be applied through MJG - Brewpub, Restaurant, Distillery, Brewery + Retail and will be a catering liquor license.

Set-Up:

Friday, September 11th, 12:00 pm – Set-up of stage, tents, signage, barricades,

F&B will set up on Friday, September 11, 2015 between 2pm-6pm.

Saturday, September 12th, 5:00 am – Partners' activation set-up, food and beverage area, inside of tents, family zone, etc.




Take-Down: This will take place starting Saturday, September 12, 2015 at 4:00pm.

Clean-Up & Waste Management: Clean-up services will be contracted out to a waste management company. They will provide one garbage and one recycling container and come do a site clean-up on the Saturday evening.

We would like to look at waste management opportunities with RMOW for the celebration space.

Business Licences:

Business Licenses from RMOW will be obtained for the following area/activities:

-  Massage services
-  Food & Beverage services
-  Merchandise sales services

Parking:

While Lot 1,2,3 and 5 will remain open to the public the only access will be via Lorimer road which will create congestion. We will have a volunteer positioned at Lot 5 to ensure that only people with access to our 50 reserve spots will access them.

Together with RMOW and Whistler Blackcomb, we will need to find a way to effectively manage congestion in the parking lots.

Vendor Suppliers 2015:

Tents: Apex (TBD)

Portable Wash-rooms: Carney's/Pit Stop (TBD)

Security: Gibbons Global

Radios: BC Communication

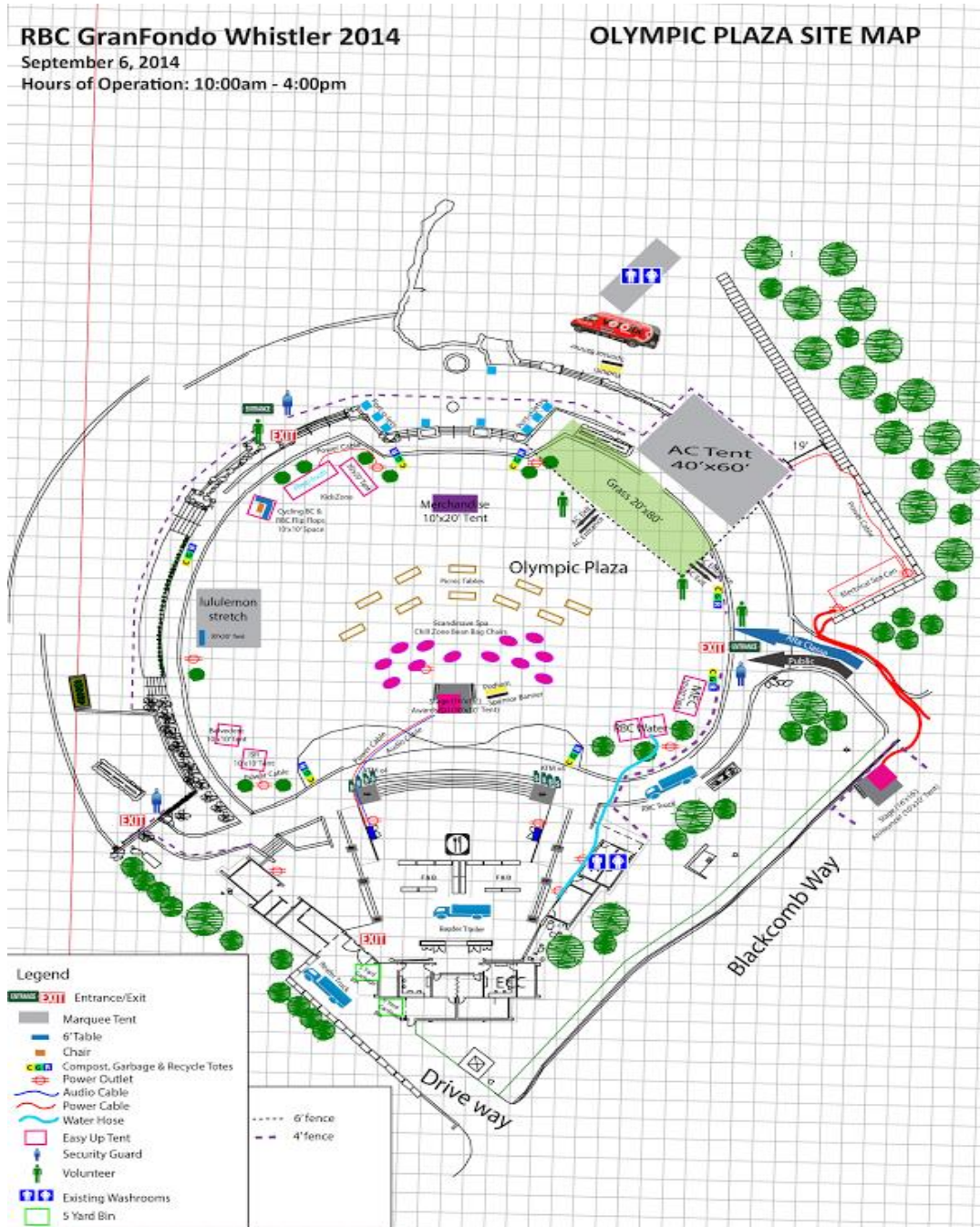
Fencing: Moduloc

Waste Management: Carney's/Pit Stop (TBD)

AV: Promosa

DJ: Gibbons Global

APPENDIX A



****This site Plan is from 2014. It is currently being updated with the new plans, but will be similar. We will provide an updated plan once complete.**



REPORT | ADMINISTRATIVE REPORT TO COUNCIL

PRESENTED: July 21, 2015
FROM: Resort Experience
SUBJECT: SKATEPARK PHASE 3 - PROJECT UPDATE AND CONSTRUCTION
CONTRACT AWARD

REPORT: 15-092
FILE: 8075.01

COMMENT/RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

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

RECOMMENDATION

That Council receive Administrative Report 15-092; and further,

That Council consider awarding the skatepark phase 3 construction contract as outlined in Appendix A of Administrative Report 15-092.

REFERENCES

Appendix A – Skatepark Phase 3 Bid Report and Recommendation to Award Construction Contract

This appendix is not currently attached to this report but will be distributed to Council prior to the July 21, 2015 Council meeting.

PURPOSE OF REPORT

The purpose of this report to provide Council with an overview of the skatepark phase 3 project and recommend award of a construction contract for the same.

DISCUSSION

Plans to expand the existing skatepark, otherwise known as 'phase 3' are progressing towards the construction contract award stage.

The project began in 2014 with retention of Spectrum Skateparks Inc. (Spectrum) through a public Request for Proposal call. Spectrum hosted a well-attended public workshop, and prepared preliminary design and costing services for a new phase 3. Spectrum also provided scope and cost recommendations for rejuvenation of the existing two phases of the skatepark. Spectrum's work on phase 3 informed the 2015-2019 Five Year Financial Plan.

In March 2015, Spectrum lead a second lively public workshop to confirm phase 3 design direction and guide detailed design. Detailed design has been further informed thru social media discussion. A high level of engagement and passion was generated, and resulted in very informed ideas. The group and the design team became very clear on the type of skating experience that is desired. The detailed design has since been developed into tender drawings and specifications.

Phase 3 accurately reflects the skate experience desired by the skaters of Whistler, as well as the sport's evolution since completion of the previous phases. It offers opportunities for skaters of all skill levels, builds upon the existing and immediately adjacent phase 2 and improves connectivity to the less adjacent phase 1. It also provides improved safety separation from the existing Valley Trail.

The new phase three includes both technical street and flow features. The technical street features include a double set, hubbas, down rails, flat rails, an atypically long manual pad / ledge / flatbar setup, bump to ledges, bump to rails, flat ledge, bank to multiple ledges, step-up, 2-sided pole jam, step-up to manual pad and more. Flow features include a variety of quarter pipes, wedge bank, flatbank hips, transition hips, a transition to flatbank hip, a nipple, a pool-coping corner pocket, pump bumps, a large taco / pump bump combo, a loveseat and more. These elements round out the park's offerings and provide a complete skatepark.

Like the existing two phases, phase 3 will be illuminated for evening and nighttime skating. Event specific electrical power is not being provided at this time as there is insufficient capacity in the existing infrastructure, and this is not an easily rectifiable situation. Additional empty conduit will be installed in Phase 3 and space protected for future potential electrical upgrades.

With support of this report's recommendations construction is anticipated to commence in August 2015 and be complete later this autumn. During construction phases 1 and 2 will generally remain open however there will be some closures and little evening and night time skating.

Construction Tender

At time of report writing the project is out to public tender for construction; bids are expected to be received on the tender close date of July 16. It should be noted that the concrete work is precision based and requires a suitably qualified and experienced contractor.

The details of the tender results and a recommendation to award are included in Appendix A. For project scheduling reasons Appendix A will be provided as an addendum to this report prior to the July 21 meeting.

Phase 1 and 2 Improvements

Through the process outlined above, staff were able to learn and determine scope and budget figures for improvements to the existing two phases. These primarily include asphalt surface replacement, landscaping, and a general refurbishment of site furniture. This work is not included in the phase 3 work and will be undertaken through existing maintenance and operation budgets in the coming years.

Adjacent Area Considerations

Adjacent to the skatepark are other popular resort amenities including the Valley Trail, Bike Skills Park, the Bike Jump Park and a pump track. Some of these amenities were provided with third party partner funding. The Valley Trail is also part of the Cultural Connector. As previously mentioned electrical system is generally at capacity and needs are anticipated to increase.

Staff are considering adjustments to these amenities in order to address safety, capacity, demand and experiential issues, and may bring these forward in the future as part of the annual budgeting process.

Opportunities for Third Party Funding

The nature of skateparks makes them potentially attractive to third party funding opportunities and donations. Staff have discussed the potential to amend the municipal Sponsorship Pilot Program to

include the skatepark. Staff have also had several discussions with the Whistler Blackcomb Foundation regarding the skatepark.

Local contractors with a passion for skateboarding have enquired about donating their services in exchange for a tax receipt and an assurance that the value of their donation would be put towards expanding the project scope rather than offsetting municipal funding or other contributions. Canada Revenue Agency acknowledges that in a contractual bid environment donating services for a tax receipt can only be done outside of the contract, typically following contract close.

Staff continue to explore all opportunities.

WHISTLER 2020 ANALYSIS

W2020 Strategy	TOWARD Descriptions of success that resolution moves us toward	Comments
Recreation and Leisure	Recreation and Leisure are part of the Whistler lifestyle and all community members are able and encouraged to participate.	Phase 3 will expand opportunities, including those new to the activity.
Recreation and Leisure	The resort community is globally recognized as a leader in innovative recreation products and services.	Phase 3 will round out the existing amenities and provide a fuller experience.
Recreation and Leisure	Local and regional stakeholders use a collaborative and comprehensive approach to developing amenities and offerings, and to resolving user conflicts.	The local skate community has been actively engaged in this project.
Recreation and Leisure	Recreation and leisure infrastructure and practices minimize the degradation of natural areas and are transitioning towards sustainable use of energy and materials.	Phase 3 will be built on a brownfield site.
Resident Affordability	Diverse and affordable opportunities for recreation, leisure, arts and culture exist.	The skatepark does not have an admission fee, and maintenance costs are extremely low compared with other recreation amenities.

W2020 Strategy	AWAY FROM Descriptions of success that resolution moves away from	Mitigation Strategies and Comments
None		

OTHER POLICY CONSIDERATIONS

Skatepark expansion and refurbishment was identified as a priority in the Recreation and Leisure Master Plan's public engagement process and subsequently in the Draft Directions document. The skatepark is located outside of Development Permit areas.

BUDGET CONSIDERATIONS

The 2015 - 2019 Five Year Financial Plan includes \$807,600 of funding to deliver phase 3.

Funds to rejuvenate the existing two phases will be sourced through existing maintenance and operation budgets.

COMMUNITY ENGAGEMENT AND CONSULTATION

The skate community has been extremely well engaged in this project. From the 2013 skatepark meeting held for the Recreation and Leisure Master Plan's engagement phase, local and regional skaters have since participated in two public project open houses, the 2014 municipal election's 'All Candidate's' meetings, and the municipal 2015-2019 Five Year Financial Plan budgeting process. The Whistler Skate Association has reformed and through their Facebook site have actively embraced this opportunity and made significant contributions to the design.

With support of this report's recommendations a public event will be held at the skatepark on August 11, 2015. Details will be forthcoming. Typical municipal communications will occur as construction progresses. A grand opening event will also be scheduled.

SUMMARY

This report provides an update on the skatepark expansion project and recommends award of a construction contract. With support of this report's recommendations construction would begin in August 2015 and be complete later this autumn.

Respectfully submitted,

Martin Pardoe
MANAGER, RESORT PARKS PLANNING
for
Jan Jansen
GENERAL MANAGER RESORT EXPERIENCE



REPORT | ADMINISTRATIVE REPORT TO COUNCIL

PRESENTED: July 21, 2015

REPORT: 15-094

FROM: Infrastructure Services

FILE: 481.6

SUBJECT: DISTRICT ENERGY SYSTEM (DES) UPDATE

COMMENT/RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

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

RECOMMENDATION

That Council endorse the planned DES initiatives for 2015 as set out in Administrative Report No. 15-094.

REFERENCES

Appendix “A” – RMOW 2015 questionnaire – Summary of results.

PURPOSE OF REPORT

The purpose of this report is to update Council on several different DES initiatives the staff are currently working on.

BACKGROUND

As Council is aware, an ownership structure was established to clearly define ongoing responsibilities of the various equipment and components that make up the overall DES. Planned maintenance and response to operational issues were envisioned to be accomplished as follows:

- DES ownership
 - RMOW responsible for the operation and maintenance of the DES plant located at the Whistler Waste Water Treatment Plant (WWTP).
 - RMOW responsible for the operation and maintenance of the piping network located within public roads and Statutory Rights-of Way.
 - Strata responsible for – DES supply and return pipes located on common property.
 - Individual home owners are responsible for – all equipment contained within their dwelling units.

All structures and dwellings within Cheakamus Crossing are connected to the DES. The DES is designed to utilize available heat from Whistler’s WWTP treated effluent. The treated effluent transfers this heat through the walls of two large heat exchangers situated within the DES plant located at the WWTP. Gas fired boilers are on standby to provide additional energy into the process as required during particularly cold weather periods. The transfer of heat is supplied to Cheakamus Crossing by pumping/circulating this warmed water continuously through an underground piping

network. The delivered water enters individual dwellings where residential heat pumps draw heat from the larger piping network. Residential heat pumps then transfer the energy for building space heating and domestic hot water needs. Once the individual heat pump has removed the necessary energy, the water returns back to the RMOW DES plant for reheating.

The RMOW owns and operates the DES plant that is located at the WWTP. The RMOW also owns and operates the underground piping network throughout most of Cheakamus Crossing. This piping network has supply and return piping as well as several control and monitoring manholes. It is important to note that the DES piping network and plant operation is a closed loop system, which means this water never mixes with a residential closed loop system. The interface takes place through the walls of a heat exchanger located within the heat pump found inside each residential unit.

Whistler Development Corporation (WDC) the developer for Cheakamus Crossing, registered each of their Cheakamus Crossing units with a cloud-based homeowner care platform. Upon occupancy each owner was provided access to paperless repository of product information for all items installed within their homes. A decal was placed on every electrical panel providing instructions how to logon, create a user profile and gain access to this valuable information.

DISCUSSION

Cheakamus Crossing residents took it upon themselves to undertake two DES surveys querying resident level of satisfaction with the system. The first survey was completed sometime in 2014 and a second survey was completed in January 2015. In January of 2015 Council received these survey results and referred them to staff for review and comment. Staff found that the information provided in the surveys, although useful, was light on technical detail. (Desired information includes property location details as well as specific difficulties residents were experiencing). In February of 2015 the RMOW forwarded a data collection sheet to those residents who had previously submitted correspondence to Council. This questionnaire was never intended to be a comprehensive data-gathering exercise. It is staff's intention that once a DES Information System is in place a more fulsome data gathering exercise and resident outreach will take place. The questionnaire requested additional technical detail and encouraged recipients to circulate and share the questionnaire with their neighbours. The initial recipients of the questionnaire utilized social media (Facebook) with further circulation efforts by various property management companies. We received over 50 responses to the questionnaire with good representation from each complex within the Cheakamus Crossing neighbourhood. Staff intend to utilize some of the feedback to help populate a Simplified DES Information System (*Deliverable number 1 below).

Council has directed staff to undertake several initiatives to help increase the residential awareness and understanding of the DES. Those deliverables can be summarized in the following three categories:

Deliverable #1 – 35% complete. Targeted delivery end of the third quarter 2015.

Provide Simplified Information that is user friendly for the homeowner. Staff are currently working with a consultant to develop:

- Quick Reference Guide - Intended to have diagrams and easy to follow literature.
- Troubleshooting Manual – Inform residents what to do if experiencing technical difficulties.
- User Guide - detailed handbook identifying the components within the residential system and explaining how they function and what they do.

- Recommended Maintenance Procedures - identify recommended scheduled maintenance that can be easily communicated by the property owner to a service provider.

Deliverable #2 – 25% complete. Targeted delivery end of the fourth quarter 2015.

The Information System – web based site enabling residents similar access to the home owners guide provided at occupancy. Staff envisage the Information System being a central repository that can contain:

- Stored documents for uploading and downloading
- UTube Videos – “How does a heat pump work?” – “What do the components actually do?” - What does a red screen mean? “
- Possible – Forum for owners to add and share information
- Possible – Ask and Expert (similar to an automotive forum)
- Linkage to the existing Builder’s Portal www.homeinformationpackages.com

Deliverable #3 – RFP is very close to being ready for circulation with the study taking place November/December 2015. (May be desirable to gather data in January/February 2016).

Energy Efficiency Study – The RMOW had entered into an agreement with BC Hydro to compete a comprehensive DES data collection and analysis in 2013 as part of their province-wide DES benchmarking project. In 2014, BC Hydro cancelled this project, citing organization change and cutbacks.

- The RMOW has turned this initiative into an approved 2015 capital project. Data collection and analysis will compare energy and lifecycle cost performance of the Cheakamus Crossing DES versus electric baseboard heat.

Other

The residents of Cheakamus Crossing have been using social media as a means to share their knowledge and experiences (both positive and negative) with their fellow neighbours. Residents have recently created a Cheakamus Crossing DES Facebook page that is dedicated for this very purpose. We are aware of a third survey that is currently being circulated throughout the neighbourhood by the residents. Additionally, the residents have formed a “Cheakamus Crossing DES Volunteer Committee” to gather information and discuss collaborative approaches to solve issues amongst themselves. WDC and the chair of this volunteer committee are planning a meeting in the near future that staff will be attending.

There have been discussions of property management companies taking on a larger role servicing private equipment located within the dwelling units. Staff encourages the leadership and mentorship that a strata can provide. Residents may well realize the benefits of a preferred service provider with bulk pricing offered to a property management company.

The above are recent examples of the advancement that is taking place with respect to ownership and maintenance responsibility.

WHISTLER 2020 ANALYSIS

W2020 Strategy	TOWARD Descriptions of success that resolution moves us toward	Comments
Energy	Whistler's energy system is transitioning to renewable energy sources.	The DES has a primary energy source that is renewable.
Water	Wastewater and bio-solids are readily assimilated in nature	The use of waste heat from the Wastewater Treatment Plant improves the health of the effluent- receiving river.
Resident Affordability	Income and innovative benefits help make it affordable to live in Whistler	DES model has been designed to provide annual energy savings to the residents of Cheakamus Crossing. The RMOW energy efficiency study planned for the fourth quarter of 2015 will collect data and analyze this theory.

OTHER POLICY CONSIDERATIONS

As Council is aware, an ownership structure was established to clearly define ongoing responsibilities of the various DES equipment and components that make up the system.

BUDGET CONSIDERATIONS

The Energy Efficiency Study is an approved 2015 capital project. Deliverables #1 and #2 noted in this report will be financed from the 2015 municipal operating budget.

COMMUNITY ENGAGEMENT AND CONSULTATION

In the spring of 2011, staff and WDC facilitated two DES workshops with the residents of Cheakamus Crossing. These workshops showcased demonstrations of a running heat pump and a Q&A period with a heat pump specialist. The RMOW has created a DES web page on Whistler.ca as well as a DES notification system should we need to contact the property management companies.

SUMMARY

Council directed staff to work on several deliverables. Staff are making progress with the delivery of these initiatives planned for the third and fourth quarter of this year. They include:

Deliverable #1 – 35% complete. Targeted delivery end of the third quarter 2015.

Provide a Simplified Information that is user friendly for the homeowner. Staff are currently working with a consultant to develop:

- Quick Reference Guide - Intended to have diagrams and easy to follow literature.
- Troubleshooting Manual – Inform residents what to do if experiencing technical difficulties.
- User Guide - detailed handbook identifying the components in the system and explaining how they function and what they do.
- Recommended Maintenance Procedures - identify recommended scheduled maintenance that can be easily communicated by the property owner to a service provider.

Deliverable #2 – 25% complete. Targeted delivery end of the fourth quarter 2015.

The Information System – web based site enabling residents similar access to the home owners guide provided at occupancy. Staff envisage the Information System being a central repository that can contain:

- Stored documents for uploading and downloading
- UTube Videos – “How does a heat pump work?” – “What do the components actually do?” - What does a red screen mean? “
- Possible – Forum for owners to add and share information
- Possible – Ask and Expert (similar to an automotive forum)
- Linkage to the existing Builder’s Portal www.homeinformationpackages.com

Deliverable #3 – RFP for this study of very close for circulation. Study will take place in the heating season of November/December 2015. (May be desirable to gather data in 2016 January/February).

Respectfully submitted,

Jeff Ertel
MANAGER OF DEVELOPMENT SERVICES
for
Joe Paul
GENERAL MANAGER, INFRASTRUCTURE SERVICES

Appendix "A"

RMOW 2015 DES Questionnaire

Information extrapolated from recent survey results	YES
Owner reported having repairs completed under warranty	24
Owner reported expensive repair or maintenance bills	23
Red Screen	18
Owner reported that their system requires constant attention	16
High Pressure fault	14
Issues with heat pump	12
Contractor recommended and completed a flush of their system	11
Circulation pumps	11
No heat upstairs	11
Water scaling issues within hydronic system	9
Piping installation	8
Tekmar controller issues	9
Air in the system	7
Zone valve issues	7
Request for user guide	5
Electrical issues	4
Low DES temps	3



REPORT | ADMINISTRATIVE REPORT TO COUNCIL

PRESENTED: July 21, 2015

REPORT: 15-091

FROM: Infrastructure Services

FILE: 604

SUBJECT: WHISTLER SOLID WASTE MANAGEMENT STRATEGY UPDATE

COMMENT/RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

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

RECOMMENDATION

That Council receive Administrative Report No. 15-091 on the actions taken to improve waste diversion and reduce solid waste costs as set out in the 2013 Whistler Solid Waste Management Strategy; and,

That Council approve the framework for the proposed bylaw to improve diversion of organics and recyclables in the commercial and strata sectors as described in Council Report 15-091.

REFERENCES

Whistler Solid Waste Management Strategy – June 2013.

Whistler Zero Waste Plan – Strategies for Garbage Reduction, EBA, March 2013.

Whistler Composting Operations: Cost-Benefit Study, Conestoga-Rovers & Associates, June 2013.

Preliminary Assessment of Biofuel Production, Morrison Hershfield, March 2013.

PURPOSE OF REPORT

The purpose of this report is to update Council on the progress on the five actions detailed in the 2013 Whistler Solid Waste Management Strategy (SWMS), and have Council approve the next step in completing the actions recommended in the SWMS.

DISCUSSION

Background

In 2013, Council approved the SWMS, which consisted primarily of five actions to improve waste diversion and reduce solid waste costs. The five actions recommended in the SWMS were:

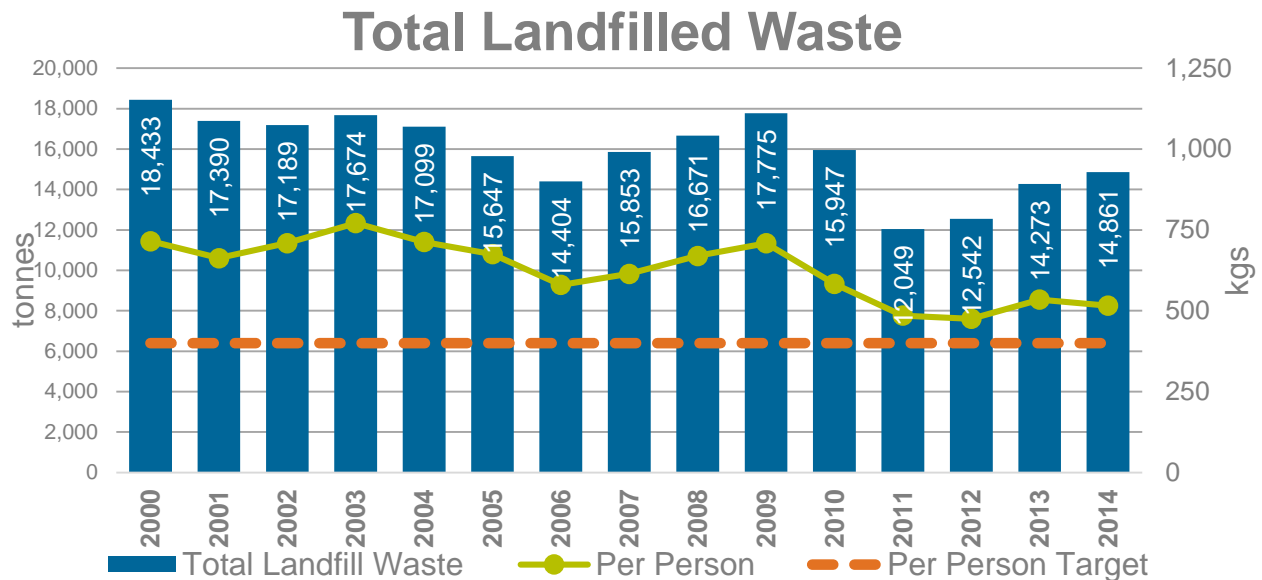
1. Restructuring of the municipal solid waste service contracts to align with the RMOW's solid waste goals;
2. Modifications to compost infrastructure to improve capacity;
3. Updates to garbage disposal bylaws to improve organics diversion;
4. Participation in the new province-wide residential recycling program (MMBC); and
5. Long-term financial reorganizing of the solid waste utility to make it self-sufficient.

In order to develop the Whistler SWMS in 2013, a number of technical studies and assessments were undertaken. The three studies that were used to develop the SWMS are the Whistler Zero Waste Plan – Strategies for Garbage Reduction, Whistler Composting Operations: Cost-Benefit Study, and the Preliminary Assessment of Biofuel Production. These documents are still relevant now, and as the major recommendations in these studies (essentially the five actions in the SWMS) are completed staff will work on the minor recommendations. These minor recommendations include regular waste audits to better track diversion progress, an improved streetscape bin program, promotion of residential composting, and promoting behavior change initiatives. The recent kitchen compost bin give-away for Whistler residents was one example of moving forward on one of these minor initiatives, and was done in conjunction with similar initiatives in the SLRD and District of Squamish.

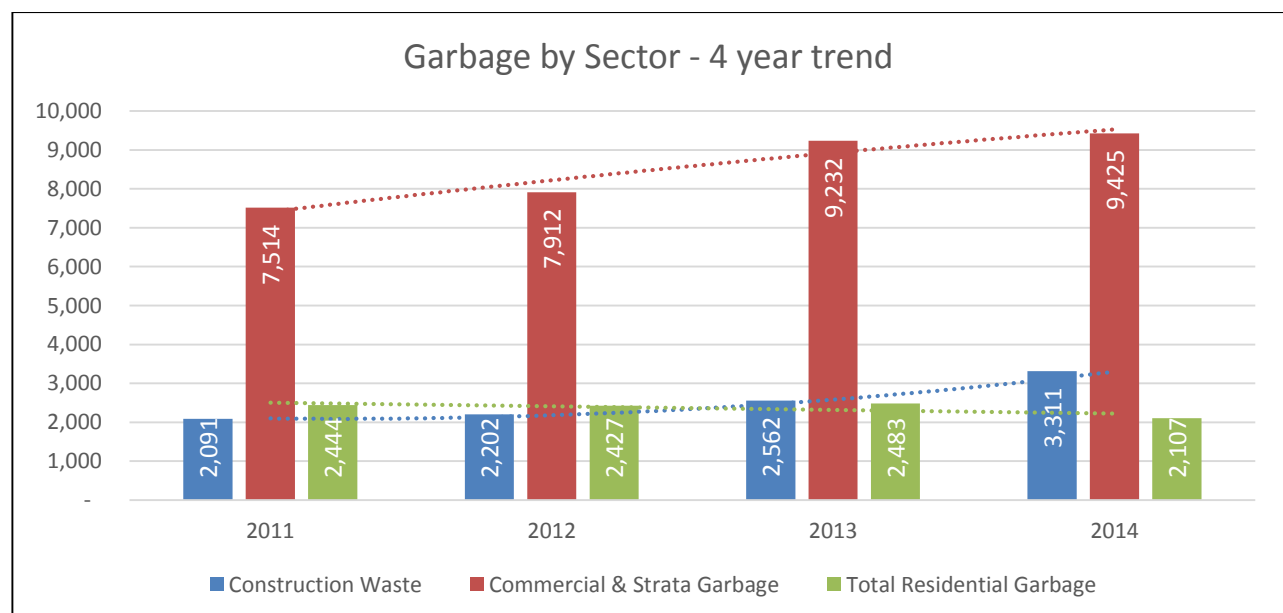
Solid waste policy and planning in Whistler is also guided by several documents which articulate both regional and Whistler goals and objectives for solid waste management. The four main documents that provide guidance on solid waste issues are the Squamish Lillooet Regional District (SLRD) Solid Waste Management Plan, Whistler2020 – Moving Towards a Sustainable Future, the RMOW Official Community Plan, and the RMOW Corporate Plan.

Performance of a solid waste system is measured across the province by the amount per capita that is sent to landfill and by percent diversion (percentage of waste that does not go to landfill). The per capita landfilled amount is becoming the international standard for comparison between jurisdictions as it is relatively straight-forward to measure. Unfortunately, this metric is influenced by the state of the economy and in good economic times this number generally increases due to increased construction and the associated increase in overall waste generation. This effect is amplified in Whistler due to our relatively small population and significant construction industry. Another challenge with this number for Whistler is that the calculation of our population equivalent is not always the most accurate representation of the number of people contributing to our waste stream, but it is the best estimate that we can use. The waste diversion percentage amount incorporates the amount of material handled by our recycling systems, organic waste collection, Extended Producer Responsibility (EPR) programs (such as electronic recycling), and items that are reused or repurposed through the Re-Built-It and Re-Use-It Centres.

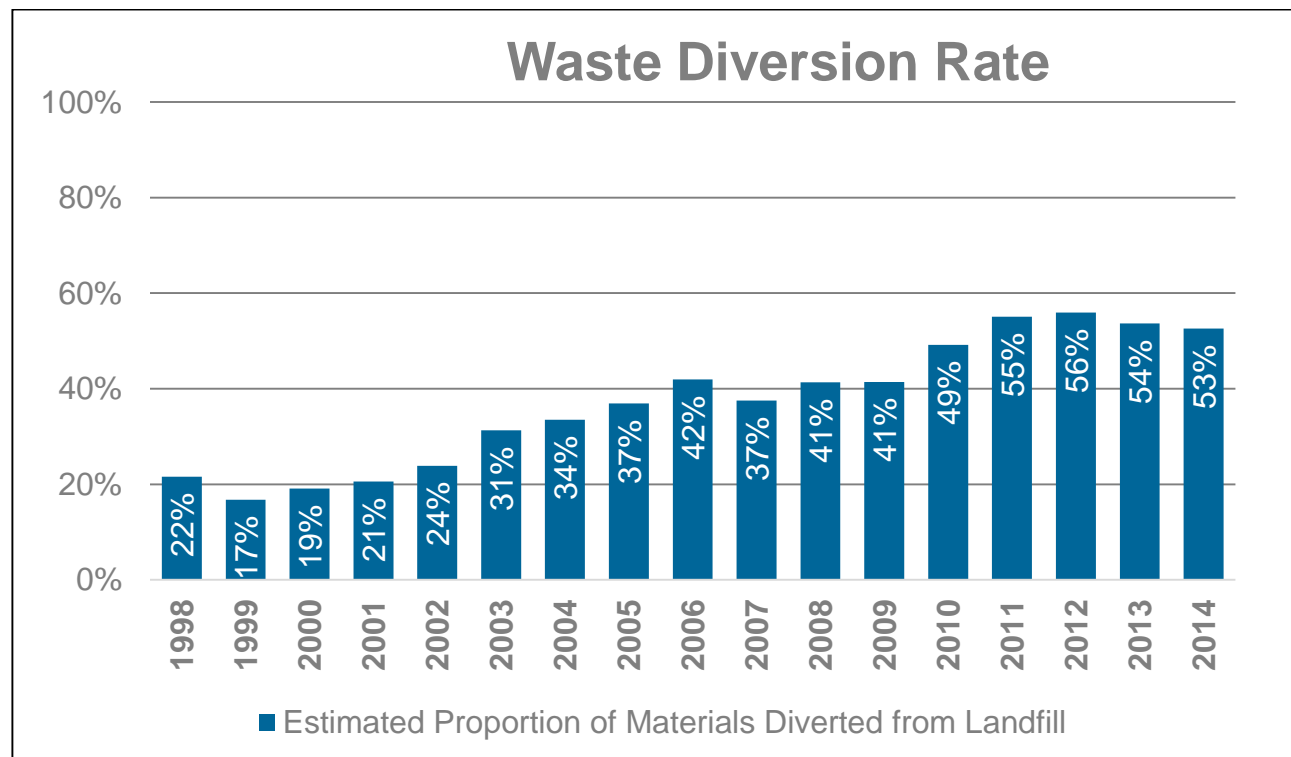
In 2014, Whistler sent an average of 516 kilograms per person to landfill. As can be seen in the chart below, the general trend in landfilled waste per capita is downwards, but 2013 and 2014 amounts are slightly above the previous two years.



To help determine where the additional waste has been generated in 2013 and 2014, the charts below show the amount of garbage collected at the Function Junction and Nesters residential waste depots, and amounts generated by the commercial and construction sectors. As shown, Whistler residents have not increased their waste generation, but the construction and commercial waste has increased significantly.



Whistler's waste diversion rate in 2014 was 53%, down from a peak of 56% in 2012. The graph below illustrates the long-term positive trend in Whistler's waste diversion.



Progress on the Five Actions

Summary Table

1	Restructuring of the municipal solid waste service contracts	Completed in summer 2014.
2	Modifications to compost infrastructure	Completed in late 2014
3	Updates to bylaws	For discussion in this report
4	Participation in new province-wide recycling programs	Completed in spring 2014 and on-going
5	Long-term financial reorganizing of the solid waste utility	On-going with significant changes planned for 2017

Action 1: Prepare New Performance-based Solid Waste Contracts

Whistler's solid waste services are provided by the private sector through operating contracts. The previous fee-for-service agreements did not properly align the payment for services with the goals of the solid waste system, so performance-based solid waste operating contracts were developed with the help of a solid waste consultant to properly incentivize the contractors. Through a public Request for Proposals process approved by Council, proposals to operate our transfer station and composter were requested in the spring of 2014.

The Solid Waste Operating Contract, the contract for operation of the Whistler Transfer Station at the Callaghan Valley, provides for the operation of the Transfer Station, trucking loads of garbage to Surrey, provision and servicing of the garbage and compost bins at the Nesters and Function Junction depots, operation of the weigh scale, and maintenance of the Transfer Station site. The contractor must provide all the mobile equipment (loaders, excavators, compactors) required to perform the services specified in the contract. This contract was also modified to remove barriers to commercial recycling, and more accurately reflect the costs of each portion of the operation. While a public request for proposals was issued for this contract with the intent of getting lower prices through competition, only a single proposal was received, limiting the cost saving effect of this process. The contract negotiated from that proposal did limit the cost increase to a total of 10.5% since the previous contract had been negotiated six years earlier, but did not result in a cost savings as was initially hoped.

The Compost Operations Contract governs the operation of the Whistler Compost Facility including provision of land for curing of the compost product, screening and blending of the cured compost to produce a saleable soil amendment, and marketing and sales of the product. This contract was also reorganized to reduce risk to the RMOW, and allow the contractor to control the sale of the end-product, a portion of the process that contractors are better equipped to manage. Two proposals were received for the operation of the compost system, but again no significant cost savings was possible as both proposals were very close in price, and very similar to the previous contract costs.

Action 2: Increase the capacity of the Compost Facility to reduce overall costs.

Whistler's compost facility treats all of Whistler's biosolids (a product of the wastewater treatment process), accepts biosolids from Squamish and the SLRD, accepts commercial and residential organic waste, and handles land-clearing debris, wood waste, and clean waste lumber. It should be noted that Whistler does not have any other option for the necessary treatment of its biosolids.

A cost-benefit study of several possible changes to the compost facility was completed in 2013, and this study concluded that a building to store wood chips and keep them dry would both increase the capacity of the compost facility and reduce overall operating costs by reducing the amount of biosolids sent to landfill. Sending food waste to an alternative compost facility during times of the year when the facility is over capacity also has a positive cost-benefit for similar reasons.

A dry wood chip storage building for the compost facility was completed in late 2014, and the long-term benefits of this dry storage facility will be realized during our usually wet winter months. This capital improvement has allowed us to re-negotiate the Compost Operations contract, and reduce the RMOW costs to process compost.

Food waste haulers in Whistler have also been directed to take food waste to the alternative food waste composting facility operating near Rutherford Creek during peak busy periods – generally in January, February and March.

A cost-benefit analysis of converting the compost facility to biofuel production has also been completed, and while it doesn't appear to be an option in the short-term, this may become a long-term solution for reducing costs at the compost facility and any capital investments in the facility are being considered with this potential in mind.

Action 3: Improve diversion in the commercial and multi-family sector

Sixty-four percent of the waste Whistler sent to landfill in 2014 was generated by the commercial and strata sectors, and this has been quite consistent for several years. In addition, a waste audit done in 2012 showed that of this commercial and strata garbage, fifty-four percent was compostable and thirteen percent was recyclable. This large segment of Whistler's waste needs to be the focus of additional diversion measures in order for Whistler to reduce its solid waste costs. Changes to the municipal Garbage Disposal and Wildlife Attractants Bylaw can provide additional incentives for diversion of organics and recyclables from this waste stream, and will allow these sectors to save money as the tipping fees for organics and recyclables are significantly lower than tipping fees for garbage.

This action will be discussed further in the Next Steps section of this report.

Action 4: Participate with new provincial residential recycling program

The RMOW opted to participate with the province-wide program for residential recycling beginning in May 2014 and Whistler's participation in the program has been successful over the first year.

In the past, the costs to collect residential recycling were paid for by the RMOW, while under this new program, the Provincial Ministry of Environment has required the producers of residential packaging and printed paper to collect these materials at their cost. The producers formed a company called Multi-material British Columbia (MMBC) to collect and process the recyclables on their behalf.

On the positive side of the balance sheet, this new program has resulted in \$83,000 in payments from MMBC to the RMOW for the recyclable material, no costs to the RMOW for collecting the recycling, avoided costs for handling commercial garbage illegally deposited at the depot sites, and additional revenue from commercial tipping fees. On the negative side, the above savings are almost entirely offset by the cost of staffing the depots twelve hours per day, seven days per week.

This change in the residential recycling program has been cost neutral, but having the attendants at the depot sites has been a significant improvement to the level of service at the depots, and the survey of 351 depot users done in January and February 2015 showed that many people thought the depot attendants had been a great addition to the depot sites. Having the depot attendants close and secure every compactor and container before they leave and lock the gates at night has had the added benefit of eliminating the rewards that bears would often find at the depots in the past.

Having attendants at the sites has also had the side effect of making many commercial operators obey our bylaws and take their garbage to the Transfer Station where they must pay a tipping fee, rather than having the cost of their garbage being absorbed by the taxpayers that pay for those depots.

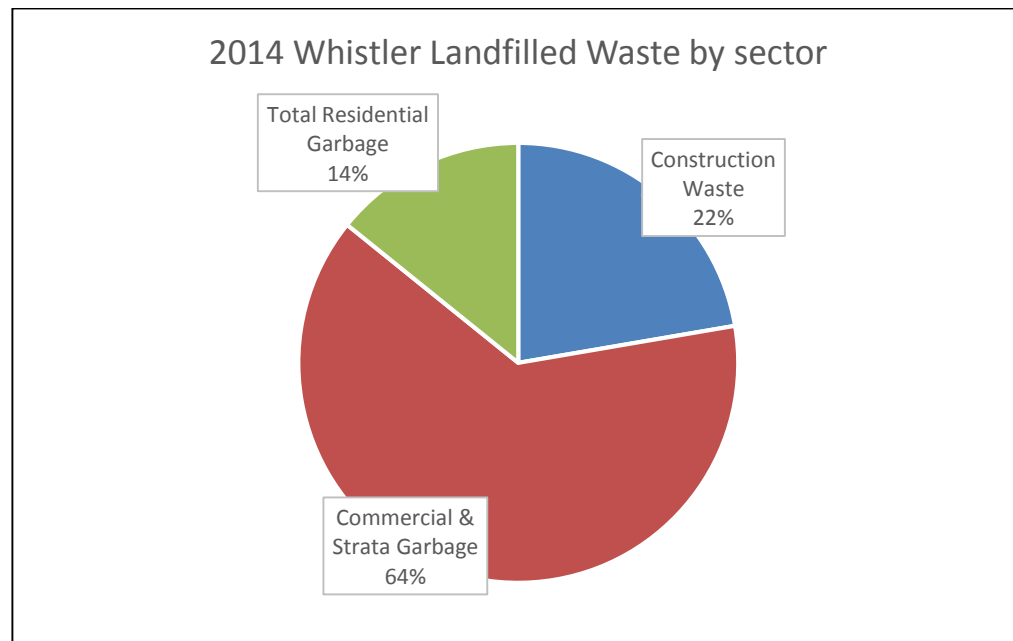
Action 5: Make the Solid Waste Utility financially independent

Like the RMOW's water and sewer utilities, the long-term financial goal for the solid waste utility is for it to be financially sustainable without supplemental funding from the General Fund. Implementing a bylaw to improve diversion in the commercial and strata sectors will reduce solid waste costs and help reduce the amount of supplemental funding required from the General Fund. Once the recommended changes have been implemented, and one of the long-term debts has been paid off in 2017, solid waste finances will be reviewed and additional changes may be required for the solid waste utility to become financially independent. Determining and establishing appropriate reserve fund contributions to ensure long-term replacement of solid waste infrastructure will also be necessary at that time. Financial independence of the utility will be important for long-term decision making.

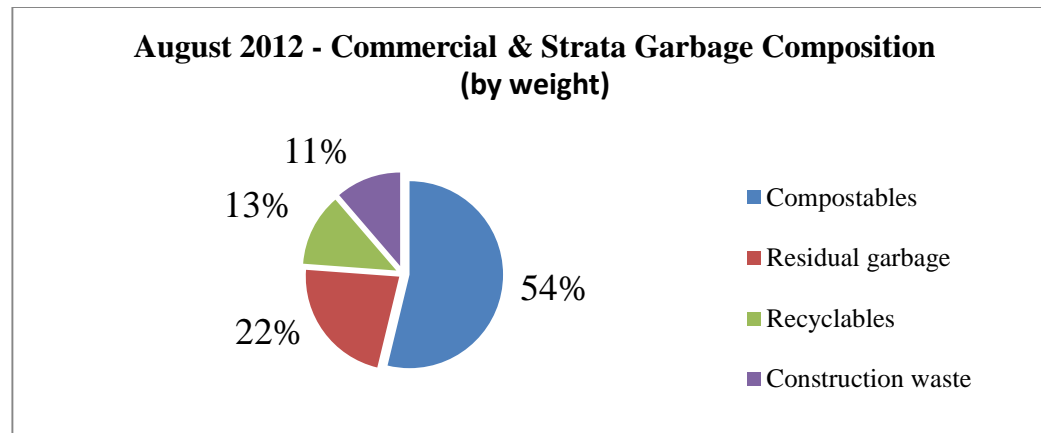
Next Steps

Action 3, updating Whistler's Garbage Disposal bylaw, is the next of the actions to move forward.

Because the majority of the waste that Whistler sends to landfill is generated by the commercial and multi-family strata housing sectors, it needs to be the focus of additional incentives to improve the diversion rate and reduce the costs of solid waste disposal. The following chart shows the amount of garbage produced by different sectors in Whistler.



In August 2012, the RMOW had a waste audit done on the commercial and strata garbage. For nine days in August waste received at the Whistler Transfer Station was inspected and weighed. While this is a short snap-shot of what is in the commercial waste stream, it does illustrate why improving diversion in the commercial and strata sectors is important. The table below illustrates the composition of the garbage produced by the commercial and strata sectors.



A proposed bylaw to regulate how commercial and strata organizations handle their waste will include the requirement for the commercial and strata sectors to provide space for recycling and organics bins, and a ban of recyclable and organic materials from the garbage stream at the Whistler Transfer Station. This ban will take the form of significantly increased tipping fees paid by the waste haulers for any loads of garbage that contain materials that should have been recycled or composted.

Metro Vancouver has just gone through a similar process (their ban of organic materials started January 1, 2015), and an early notification, outreach process, and phased implementation of the ban will be used in Whistler, similar to what was done in Metro Vancouver.

The Association of Whistler Area Residents for the Environment (AWARE) have been contracted to provide a transition program to help businesses and stratas prepare for these changes to how they handle their waste materials. Many Whistler businesses and stratas are already on-board with separating the various materials, and many of them have done this for financial reasons, so dialoging with those early adopters and passing on some of the lessons learned will be part of AWARE's mandate. The actions that will help make this transition easier include:

1. Creating a "solutions guide";
2. Attending meetings with relevant local associations (restaurant, hotel, and retail sectors);
3. Preparing several example business cases for separating organics and recyclables from other waste;
4. Coordinating communications around the bylaw changes and how to be prepared; and
5. 240 hours of time to directly assist individual businesses with their transition plan.

As part of the transition program, most business and stratas in Whistler will be engaged, and their feedback on the proposed bylaw will be compiled and included as the bylaw is drafted.

While some Whistler businesses and stratas already separate their organics and recyclables without the incentive of a bylaw, others will find some challenges with making these changes and our goal is provide sufficient time for them to be prepared and help them understand what they need to do. The schedule below shows the proposed steps in enacting this bylaw:

Step:	Date:
Transition Program to assist businesses	July 2015 to December 2015
Council Presentation with draft Bylaw	February 2016
Bylaw adopted and in effect	July 2016
Bylaw enforcement through education	July 2016 to December 2016
Bylaw enforcement through fines	January 2017 onwards

WHISTLER 2020 ANALYSIS

W2020 Strategy	TOWARD Descriptions of success that resolution moves us toward	Comments
Materials & Solid Waste	Whistler is well on its way to achieving its “zero waste” goal.	The proposed bylaw will enhance waste diversion and reduce costs
	The community is committed to providing infrastructure capable of continually decreasing our residual wastes	Several recent upgrades to Whistler’s solid waste infrastructure, made as part of Whistler’s SWMS have improved waste diversion in Whistler.
Finance	Whistler lives within its financial means	The recommendations in this update to the SWMS are expected to result in overall reduction of solid waste operating costs.
	The resort community effectively and efficiently balances its costs and expenditures	The costs and benefits of many potential changes to the solid waste system have been reviewed, and only those with a positive cost–benefit result have been recommended.

W2020 Strategy	AWAY FROM Descriptions of success that resolution moves away from	Mitigation Strategies and Comments
None.		

BUDGET CONSIDERATIONS

Once the new bylaw is in effect, it is expected that between 3200 and 6400 tonnes of garbage will be diverted to either compost or recycling each year. This represents the range between the bylaw being 50% successful and 100% successful in getting commercial and strata organics and recycling out of the garbage.

As this change will result in both a reduction of revenues and costs, the net savings to the Solid Waste budget is estimated between \$46,000 and \$92,000 per year.

The tipping fees for solid waste cover a large percentage of the costs for handling and disposal, so the real savings from the new bylaw will be realized by the waste hauling companies that will be paying the lower tipping fees for compost and recycling, rather than the higher tipping fees for garbage. The business and strata sectors will need to renegotiate their waste hauling contracts to ensure they get the benefits of these savings. The savings to the business and strata sectors is estimated between \$200,000 and \$400,000 annually.

COMMUNITY ENGAGEMENT AND CONSULTATION

AWARE has been contracted to provide a transition program to assist businesses and stratas to prepare for the changes to this bylaw. As part of this transition program it is expected they will spend 240 hours meeting directly with the local businesses and stratas that need the most support for this transition, and will provide information to most if not all Whistler businesses and stratas.

Feedback from this engagement process will be considered when drafting the final bylaw.

SUMMARY

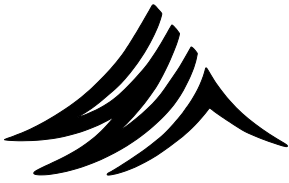
Three of the five actions approved by Council in the 2013 Whistler Solid Waste Management Strategy have been completed with successful results.

The next action item, recommended in this report is a bylaw that will provide incentives for Whistler businesses and stratas to separate organics and recyclables from their garbage. As this sector produces the majority of the waste in Whistler, this change will have a significant effect on reducing the amount of garbage that must be sent to landfill and improving our municipal diversion rate. It is expected that this change will also allow a net reduction in the Solid Waste budget of between \$46,000 and \$92,000 annually.

Making this change will be challenging for some Whistler businesses and stratas, so a six month active transition program funded by the RMOW is proposed to help businesses and stratas prepare for the new requirements.

Respectfully submitted,

James Hallisey
MANAGER OF TRANSPORTATION AND WASTE MANAGEMENT
for
Joe Paul
GENERAL MANAGER OF INFRASTRUCTURE SERVICES



WHISTLER

MINUTES

**REGULAR MEETING OF THE MAY LONG WEEKEND
COMMITTEE
WEDNESDAY, MAY 6, 2015, STARTING AT 11:30 A.M.
In the Piccolo Room
4325 Blackcomb Way, Whistler, BC V0N 1B4**

PRESENT:

Chair, RMOW General Manager, Corporate and Community Services, Norm McPhail
Councillor John Grills
General Manager, Four Seasons Whistler, Peter Humig
Director of Bars and Pubs, Gibbons Hospitality, Terry Clark
Member at Large, Nicole Shannon
RCMP Staff Sergeant, Steve LeClair
RMOW Manager, Village Animation and Events, Bob Andrea
RMOW Manager Communications, Michele Comeau
Recording Secretary, Rose Lawrence

ADOPTION OF AGENDA

Moved by N. Shannon
Seconded by S. LeClair

That the May Long Weekend Committee adopt the May Long Weekend Committee agenda of May 6, 2015.

CARRIED

ADOPTION OF MINUTES

Moved by N. Shannon
Seconded by T. Clark

That the May Long Weekend Committee adopt the May Long Weekend Committee minutes of April 23, 2015.

CARRIED

PRESENTATIONS/REPORTS

Communications Plan

A presentation by M. Comeau was given regarding the RMOW May Long Weekend communications plan and a discussion was held. M. Comeau noted that the RMOW communications team will be monitoring the messaging during the event.

RCMP Policing Plan

A presentation by S. LeClair was given regarding the RCMP policing plan during the May Long Weekend and a discussion was held.

Review of Council Report A presentation by N. McPhail was given regarding the State of Readiness
– State of Readiness report to Council and a discussion was held.

OTHER BUSINESS

Go Fest Update An update on the GO Fest programming was provided by B. Andrea. He mentioned that a survey would be conducted during the event to solicit visitors' feedback. N. Shannon suggested creating a similar survey for locals and businesses.

Action item: N. Shannon and N. McPhail to contact the Whistler Chamber of Commerce and possibly Tourism Whistler about creating a locals' survey.

P. Humig asked if the GO Fest information could be conveyed earlier next year to the tourism industry so that hotels and more could put together welcome packages.

ADJOURNMENT

Moved by Councillor J. Grills

That the May Long Weekend Committee adjourn the May 6, 2015 meeting at 12:31 p.m.

CARRIED

Signed Original on File

CHAIR: N. McPhail



WHISTLER

MINUTES

REGULAR MEETING OF THE RECREATION AND LEISURE ADVISORY COMMITTEE

THURSDAY, JUNE 11, 2015, STARTING AT 4:30 P.M.

At Municipal Hall – Flute Room

4325 Blackcomb Way, Whistler, BC V0N 1B4

PRESENT:

Chair, Murray Lunn
Member-at-Large, Bob Calladine
Member-at-Large, Colin Pitt-Taylor
Member-at-Large, Eric Wight
Member-at-Large, John Konig
Member-at-Large, Roger Soane
Member-at-Large, Stephanie Sloan
Manager, Resort Parks Planning, RMOW, Martin Pardoe
Manager, Recreation, RMOW, Roger Weetman
Councillor, Andrée Janyk
Tourism Whistler Representative, James Buttenshaw
Recording Secretary, Shannon Perry

REGRETS:

School District Representative, Rick Hume

GUESTS:

Manager, Whistler Racquet Club, Kirk Paterson

Meeting called to order: 4:30 p.m.

ADOPTION OF AGENDA

Moved by Bob Calladine
Seconded by John Konig

That the Recreation and Leisure Advisory Committee adopt the Recreation
Leisure Advisory Committee agenda of June 11, 2015

CARRIED

ADOPTION OF MINUTES

Moved by Stephanie Sloan
Seconded by Roger Soane

That the Recreation Leisure and Advisory Committee adopt minutes of May
07, 2015

CARRIED

PRESENTATIONS/DELEGATIONS

Tennis Club

Kirk Paterson, Manager of The Whistler Racquet Club made a presentation to the RLAC committee members.

The Club operates in the existing tennis facility that is owned by the property owners. Kirk manages the club.

Kirks presentation:

- Whistler tennis has been under the radar of late
- Benefits the resort community and all ages
- Three main focus areas are membership (100 members, 400 free kids, unlimited pass offered), courts, programs (programs are thriving at the moment)
- Tennis is well suited to Whistler
- Looking for support to create a new facility or at the very least, with the revenue coming into the facility it could be expanded.
- Real need to maintain the current facility.
- Miele, Tennis BC, and Tennis Canada are major partners of Whistler Racquet Club
- Men's tournament to be held in late August (brings around 12 teams with 6-8 people per team)
- Currently in agreement with The Fairmount Whistler to utilize their courts

The suggestion was made to amend the Draft Directions of the RLMP to "review" who is on the courts, offered to give more detailed information on the all-round aspects rather than just the people on the courts.

Whistler Racquet Club currently offer in school programs, after school programs (offer 4 different levels), kids camps, kids tournaments (partnered with Canada BC, in top 3 of tournament hosts) great partnership as they come in the spring and the fall. With more courts the Tennis Club could offer more tournaments and court usage, adult drop in classes, adult camps, adult tournaments and camps.

Karen Mercer entered the meeting 5:03 p.m.

QUESTION/COMMENT

- Main reason for indoor courts - guaranteed weather protected space, versatile for other users.
- Kirk doing a great job, functioning facility
- If considering new facility, should explore potential for multiple uses as opposed to a single purpose facility; likely to gain more traction in the community.

Councillor Andree Janyk entered the meeting 5:14 p.m.

Council has directed the RMOW to apply for a FCM grant to conduct a site feasibility and programming study for an indoor multi use recreation facility. Waiting for a response from the FCM as to when the grant will be awarded, likely later in 2015.

Kirk Paterson left the meeting 5:47 p.m.

OTHER BUSINESS

RLMP Update

Draft due to come in early next week (15-19 June), draft to be sent electronically to RLAC members

Parks Planning Manager explained what is included in the RLMP, the RLMP is capturing the high level priorities. A vision statement is being prepared by Parks Planning Manager, and the primary recommendations are centered around five focus areas:

1. Maintain and Monitor Service and Satisfaction Levels
2. Improve Experiences
3. Plan for new opportunities in response to resort needs and economic activities
4. Support the Whistler Brand
5. Enhance municipal administration, internal documents and processes.

Moving forward RLAC will need to review and sign off on the content of the RLMP, as well as provide a recommendation of support.

Meadow Parks sports Centre – 150 Canada Grant

Recreation Manager presented information regarding the municipality's application to the Canada 150 Community Infrastructure Program Grant. The very short timeline between program announcement and deadline prevented staff from providing an opportunity for RLAC members to comment.

For information purposes, two options were presented and reviewed by senior management and Council; North Shore Credit Union Room conversion to a universal change room, or the cardio room expansion. These options were based upon a near complete facility rejuvenation plan. Option one was supported by Council at their June 9, 2015 meeting. The project will only proceed if the Canada 150 Grant is received.

Moved by Roger Soane
Second by Bob Calladine

That the Recreation and Leisure Advisory Committee support the grant application to the Canada 150 Community Infrastructure Program for the planned renovations and expansion of Meadow Park Sports Centre, and further support the allocation of funds from the Recreation Reserve Fund to the project contingent on receiving the grant from Canada 150 Community Infrastructure Program

CARRIED

Bottled water sales

A presentation was given by the RMOW Parks Planning Manager, regarding the 2009 Council Administrative report and corresponding Action Plan. The report contained two recommendations:

1. That the Resort Municipality of Whistler eliminate the sale of bottled water at municipal buildings, recreation facilities and parks effective May 1, 2010, with due regard for any current contracts related to the purchase or sale of bottled water; and further
2. That staff develop an implementation plan to increase the access to, and the availability of municipal water through public drinking fountains in municipal indoor and outdoor facilities where required. A discussion was held.

It was noted that regardless of the ban on bottled water there is still a large number of plastic bottles being sold in the parks (pop, juice). Committee members reported that destination guests are upset that there is no bottled water available as they won't drink out of the fountain and have no interest in spending money on bottled tap water. Any public water bottle filling station needs to be attractive to guests and look clear and hygienic.

Options reviewed:

- New fountain system – more modernized
- Water bottle filling station's
- Consider opportunities for a soda stream.

RMOW Parks Planning manager to research with Resort Operations the implementation of 2009 action plan and follow up on water stations. Committee members felt adding hygienic water bottle filling stations at municipal sites might be a positive step forward.

E bikes

A brief discussion was held.

On staff's 2015 work plan is a policy development piece regarding electronic assist bikes. This has not yet commenced, will be folded in with a broader valley Trail safety study later this year. With regards to electronic powered bikes, it's likely that there will be limitation in the power will be recommended, as the complete ban of e-bikes would not be probable. .

Next meeting to be July 9, 2015 in the Flute room

ADJOURNMENT

Moved by Stephanie Sloan

That Recreation and Leisure Advisory Committee adjourn the June 11, 2015 committee meeting at 6:47 p.m.

CARRIED

CHAIR: Murray Lunn

RESORT MUNICIPALITY OF WHISTLER
ZONING AMENDMENT BYLAW (Heidi Haus Pension) NO. 2073, 2015
A BYLAW TO AMEND THE RESORT MUNICIPALITY OF WHISTLER
ZONING AND PARKING BYLAW NO. 303, 1983

WHEREAS the Council may in a zoning bylaw pursuant to the *Local Government Act*, divide all or part of the area of the Municipality into zones, name each zone and establish the boundaries of the zone, regulate the use of land, buildings and structures within the zones and require the provision of parking spaces and loading spaces for uses, buildings and structures;

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

1. This Bylaw may be cited for all purposes as “Zoning Amendment Bylaw (Heidi Haus Pension) No. 2073, 2015”.
2. The land that is the subject of this Bylaw is a portion of Lot 15, District Lots 4752 and 4753, Group 1, New Westminster District, Plan LMP44921, shown outlined in heavy black line on the sketch plan attached as Schedule 1 to this Bylaw.
3. Schedule “A” to Zoning and Parking Bylaw No. 303, 1983 is amended by changing the zoning designation of the land described in Section 2 of this Bylaw from Leisure Conservation Buffer One (LCB1) to Tourist Pension 4 (TP4).
4. Section 15 of Zoning and Parking Bylaw No. 303 is amended by deleting subsection 2.6.2 and substituting the following:

“The minimum permitted side setback is 6 metres, provided that the minimum permitted side setback on the portion of the land legally described as Lot 15, District Lots 4752 and 4753, Group 1, New Westminster District, Plan LMP44921 that is within the TP4 Zone is 3 metres.”

Given first and second reading this 17th day of March, 2015.

Pursuant to Section 890 of the *Local Government Act*, a Public Hearing was held this 14th day of April, 2015.

Given third reading this 12th day of May, 2015.

Approved by the Minister of Transportation and Infrastructure this 2nd day of June, 2015.

Adopted by the Council this __ day of _____, ____.

Nancy Wilhelm-Morden
Mayor

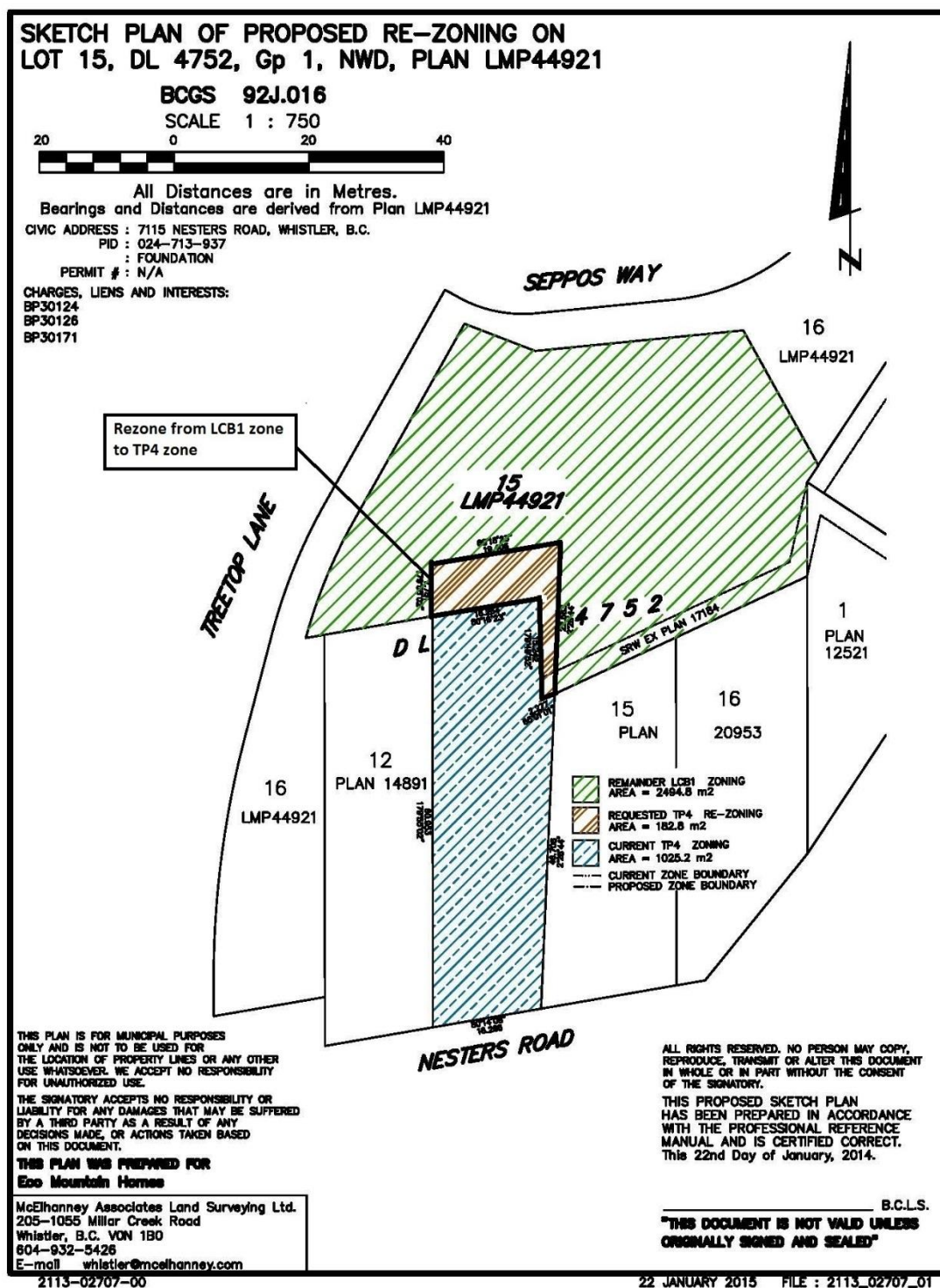
Shannon Story
Corporate Officer

"Zoning Amendment Bylaw (Heidi Haus Pension) No. 2073, 2015"

I HEREBY CERTIFY that this is a true
copy of "Zoning Amendment Bylaw
(Heidi Haus Pension) No. 2073, 2015"

Laurie-Anne Schimek
Deputy Corporate Officer

Schedule A to Zoning Amendment Bylaw (Heidi Haus Pension) No. 2073, 2015



RESORT MUNICIPALITY OF WHISTLER

EMPLOYEE HOUSING SERVICE CHARGE AMENDMENT BYLAW NO. 2078, 2015

**A BYLAW TO AMEND THE EMPLOYEE HOUSING SERVICE CHARGE
BYLAW NO. 1507, 2000**

WHEREAS Section 8 of the *Resort Municipality of Whistler Act*, S.B.C. 1996, c. 407 as amended, empowers Council to establish charges to be imposed on land and improvements in the Resort Municipality of Whistler for municipal works and services, including employee housing, and empowers the charges to be levied and collected by the Resort Municipality;

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

1. This Bylaw may be cited for all purposes as 'Employee Housing Service Charge Amendment Bylaw No. 2078, 2015'.
2. Employee Housing Service Charge Bylaw No. 1507, 2000 is amended by replacing the definition of 'industrial development' with the following:
 - (a) 'industrial development' means any development in Section 9 Industrial Zones, CH Zone, or LF Zone of Zoning and Parking Bylaw No. 303, 1983, as amended from time to time, or any public utility development.

Given first, second, and third readings this 28th day of April, 2015.

Approved by the Inspector of Municipalities this 26th day of July, 2015.

Adopted by the Council this ___ day of _____, ____.

Nancy Wilhelm-Morden,
Mayor

Shannon Story,
Corporate Officer

I HEREBY CERTIFY that this is a true copy of 'Employee Housing Service Charge Amendment Bylaw No. 2078, 2015'.

Laurie-Anne Schimek,
Deputy Corporate Officer

From: Brad Sevenko [<mailto:bradse@microsoft.com>]

Sent: Thursday, July 09, 2015 12:20 PM

To: Mayor's Office

Subject: Smoking and Fire Hazard - addressed to Mayor and Council.

Hi there, I am an owner at Alpine Greens on the Chateau Whistler golf course. I just received feedback from a guest that is shocking. As you know Whistler is in a long term drought and we are at extreme fire danger. Can you look into advising stricter rules for smoking while on the course? All of the content on the www.whistler.ca website seems advisory and reactive (report a fire).

Below is guest feedback: "Two small fires were put out on the golf course your condo is on and they continue to let people smoke. They give them ash trays but even this morning someone was out on the practice greens flicking his cigarette. If I owned a place in Whistler I would contact the mayor and ask for a smoking ban except on concrete in designated places. It is unbelievable how many cigarette butts are on the walking paths."

I believe visitors should be much more responsible of course, but can we be more pro-active to eliminate the risk of fire at the private & public golf courses (at least)? As you know we simply cannot afford the risk, and visitors and users of the golf course must be strongly informed.

Your feedback is welcome please.

Best,
Brad S.
425-444-9444

1231 16th Ave E, Seattle WA 98112
#25, 4628 Blackcomb Way

Local Government Program Services

...programs to address provincial-local government shared priorities



**FIRST NATIONS'
Emergency Services**
BRITISH COLUMBIA



The Strategic Wildfire Prevention Initiative is managed by the Provincial Fuel Management Working Group. For program information, visit the Funding Program section at:

www.ubcm.ca

LGPS Secretariat

Local Government House
525 Government Street
Victoria, BC, V8V 0A8

E-mail: lgps@ubcm.ca
Phone: (250) 356-2947
Fax: (250) 356-5119

July 8, 2015

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

RE: Strategic Wildfire Prevention Initiative - Approval of Fuel Management Prescription (SWPI-500: Block 7 (Big Timber) & Block 8 (Part 2) Prescriptions, 2015)

Dear Mayor and Council,

Thank you for submitting an application for a fuel management prescription grant for the above noted project. The Provincial Fuel Management Working Group has reviewed your submission and the application requirements have been met.

The application form indicates a total project cost of \$14,350.00. As the applicant is required to contribute 25% of the total project cost, the working group has approved a grant in the amount of \$10,762.50, or 75% of the actual eligible project costs, whichever is less. The balance of the project cost (25%) is required to be funded through community contributions.

The conditions of approval are outlined in the Program & Application Guide and the general Terms & Conditions are attached. In addition, please note the approved grant is also subject to the following requirements:

- (1) The funding is to be used solely for the purpose of the above named funding program and project and for the expenses itemized in the budget that was approved as part of your application;
- (2) Funds are not transferable to other projects;
- (3) A post-approval meeting with the local Fuel Management Specialist is required to be completed. Please contact Tony Botica at the Coastal Fire Centre to schedule this meeting.
- (4) All project activities must be completed within 12 months and no later than July 8, 2016;
- (5) The final report is required to be submitted within 30 days of project completion and no later than August 8, 2016. The report must include:

- Completed and signed copy of the final report form
- Maps and spatial data, as outlined in the relevant appendix in the Program & Application Guide
- For CWPP funding, an electronic copy of the completed CWPP(s)
- For prescription funding, an electronic copy of the signed/ sealed prescription(s)
- For demonstration projects and operational treatments, photos of fuel conditions before and after the fuel treatment

Additional information regarding financial reporting and the disclosure of project revenues and other grant contributions (and how these may impact the eligible grant) are available in the Program & Application Guide.

Please forward this information on final report deadlines and requirements to staff or contractors responsible for implementing the project.

Also, please note that the *Community Charter* and *Local Government Act* provide the requirements for municipalities or regional districts that are providing services outside of their own jurisdiction. For more information, please refer to:

- For municipalities – s. 13, *Community Charter*
- For regional districts – s. 796 and s. 796.1, *Local Government Act*

As outlined in the Program & Application Guide, grants will be awarded upon completion of your project and satisfactory receipt of the final report. For information on changes to the approved project or progress payments, please refer to the program guide or contact Local Government Program Services at (250) 356-2947 or lgps@ubcm.ca.

We wish you every success with your project and look forward to working with you on future community safety initiatives.

Sincerely,



Peter Ronald
Programs Officer

cc: Heather Beresford, Manager, Environmental Stewardship, RMOW
Tony Botica, Fuel Management Specialist, Coastal Fire Centre

Enclosure



Local Government Program Services

General Funding Terms & Conditions

The purpose of these Terms and Conditions is to provide basic information on the administration of Local Government Program Services (LGPS) grants. For specific information regarding the terms and conditions of each funding program, please refer to the Program & Application Guide.

1. Definitions

- **Approved Applicant** - In general, LGPS grants are awarded to local governments (regional districts and municipalities). However, under some programs, other organizations, such as First Nations and aboriginal organizations or boards of education, can be the approved applicant. The approved applicant is the primary contact for UBCM and is responsible for overall grant management.
- **Approved Partner(s)** - Are organizations that contribute directly to the approved project, are identified in the application and are approved by UBCM. Possible partners include, but are not limited to, boards of education, health authorities, First Nations or aboriginal organizations, non-profit organizations and local governments (other than the applicant).
- **Approved Project** - Is the activity or activities described in the application and approved by UBCM.
- **Cash Expenditures** - Are direct costs properly and reasonably incurred and paid for with money by the approved applicant or approved project partners for the development or implementation of the approved project. For example, catering and consultant fees can be cash expenditures.
- **In-Kind Expenditures** - Are the use of resources of the approved applicant or approved project partner for the development or implementation of the approved project. For example, the use of meeting rooms owned by the applicant or approved partner can be an in-kind expenditure.
- **Program & Application Guides** - Are the application and program materials prepared by UBCM to describe the program and assist applicants in completing and submitting an application. All Program & Application Guides are available at www.ubcm.ca.

2. Eligible & Ineligible Costs

Eligible costs, including cash and in-kind expenditures, are direct costs properly and reasonably incurred by the approved applicant or approved partners in the development or implementation of the approved project. To be eligible, these costs must be outlined in the detailed budget submitted by the approved applicant as part of the application process and be approved by UBCM. Requests to change the budget must be made to UBCM, in writing, by the approved applicant (see below). Please see the Program & Application Guide for specific notes regarding eligible and ineligible costs.

3. Post-Approval Terms

Notice of Approval

UBCM will inform approved applicants by letter and a specified percentage of the approved grant amount will be forwarded upon approval. The balance will be paid on satisfactory completion of the project and receipt of all final reporting requirements.

Applicant Responsibilities

LGPS grants are awarded to approved applicants. When collaborative projects are undertaken, the approved applicant remains the primary organization responsible for the grant. Due to this, the approved applicant is the primary contact for UBCM and is responsible for:

- Ensuring that approved activities are undertaken as outlined in the approved application and within the required timeline,
- Providing proper fiscal management of the grant and approved project (see below), and

- Submitting progress and/or final reports, using UBCM forms where available, as required by the Program & Application Guide (see below).

Accounting Records

Acceptable accounting records must be kept that clearly disclose the nature and amounts of cash and in-kind expenditures incurred during the development or implementation of the approved project. Financial summaries are required to be submitted as part of the final report and must be signed by a representative of the approved applicant (or as required in the Program & Application Guide). In all cases, the final project expenditure must be net of any rebates (such as HST) that the approved applicant or approved partner is eligible to receive.

Changes to or Cancellation of Approved Project

Approved applicants need to advise UBCM, in writing, of any significant variation from the approved project as described in the approved application, including any major changes to:

- Start or end dates
- Project purpose, goals, outcomes or milestones
- Cash and in-kind expenditures or matching funds (when required)
- Project partners

UBCM's approval may be required in advance for such changes. If an approved project is cancelled, the approved applicant is responsible for ensuring any grant monies that have been advanced are returned to UBCM within 30 days, or as outlined in the Program & Application Guide.

4. Reporting Requirements

Submission of Reports

Approved applicants are required to submit progress and final reports as outlined in the Program & Application Guide. When UBCM forms are available, they are required to be used. Please note the following when submitting a report:

- When completing a UBCM report form please ensure that each question is answered and that all attachments are complete. Follow any sample templates that UBCM provides.
- When a report form is not required, please ensure that each required component, as outlined in the Program & Application Guide, is addressed in your report and that all attachments are complete.
- Unless specifically requested, please do not bind reports or submit in binders or folders.
- When submitting electronically, submit all documents as Word or PDF files.
- All digital photos or images should be submitted, by e-mail or on CD, as JPEG files.
- When you are ready to submit your report, please e-mail it directly to lgps@ubcm.ca or mail/fax it to Local Government House: 525 Government Street, Victoria, BC, V8V 0A8 or Fax: (250) 356-5119

Extensions and Outstanding Reports

In order for an approved project to continue past the approved end date – or for a final report to be submitted after the established deadline – approved applicants must contact LGPS and request *and be granted* permission for an extension.

Approved applicants that do not request extensions and have outstanding reports may forfeit the final payment of their grant and may not be eligible to apply to future LGPS programs until reports are received.

5. Recognition of Funding and Funders

Approved applicants should contact UBCM for more information on recognizing funding and for information on the appropriate use of logos. Please contact Paul Taylor, Relationships & Communications Advisor, at (250) 356-2938 or ptaylor@ubcm.ca.

The International Day of Older Persons is October 1 each year.

[View this email in your browser](#)



International Day of Older Persons 2015

Dear Mayors and Councillors,

On October 1, 2015 citizens and governments around the world will be observing the 25th annual observance of the "International Day of Older Persons". The theme this year is "Sustainability and Age Inclusiveness in the Urban Environment".

In 1990, the [United Nations](#) proclaimed this day in recognition of the contributions of older persons to our society and utilized the proclamation to examine issues which affect their lives.

On behalf of its 84 member organizations and, in turn, the 110 000 seniors that those organizations represent throughout British Columbia, the Council of Senior Citizens' Organizations of BC (COSCO) is requesting your assistance in bringing attention to the "International Day of Older Persons" in your community. We ask of you two activities:

1. Publicly proclaim your support of the "International Day of Older Persons" on (or before) October 1, 2015.
2. Prominently display the Canadian version of the "International Day of Older Persons" flag on October 1, 2015.

Below you will find an image of the flag. Your copy of the flag may be obtained from [Universal Promotions](#). Once this flag is purchased (at an approximate cost of \$85) and in your possession, it can be displayed on an annual basis without further cost.

We sincerely appreciate any efforts you make to assist in making October 1 a truly community endeavor and provide you an avenue to recognize your senior citizens.

Thank you for your attention to this important respectful observance.

Sincerely,

Lorraine Logan

President, [Council of Senior Citizens' Organizations of BC \(COSCO\)](#)



Journée internationale des personnes âgées



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Council of Senior Citizens' Organizations of BC
807-69 Jamieson Court
New Westminster, BC V3L 5R3
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