

WHISTLER

AGENDA

REGULAR MEETING OF MUNICIPAL COUNCIL TUESDAY, NOVEMBER 19, 2013, 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 November 19, 2013.

ADOPTION OF MINUTES

Adoption of the Regular Council minutes of November 5, 2013.

PUBLIC QUESTION AND ANSWER PERIOD

MAYOR'S REPORT

INFORMATION REPORTS

Third Quarter Financial Report Report No. 13-110 File No. 4527 **That** Council receive Information Report No. 13-110 Third Quarter Financial Report for the guarter ended September 30, 2013.

ADMINISTRATIVE REPORTS

Recreation and Leisure Advisory Committee Report No.13-111 File No. 8360 **That** Council approve the proposed amendments to the Recreation and Leisure Advisory Committee's Terms of Reference, attached as Appendix A to Administrative Report No. 13-111; and further

That Council direct staff to advertise for positions on the Recreation and Leisure Advisory Committee.

ITEMS HAVING PRIOR NOTICE OF MOTION

That Council direct staff to initiate preparation of a zoning amendment Bylaw to regulate activities related to the research, development, production and distribution of medical marijuana.

OTHER BUSINESS

CORRESPONDENCE

Signage for Home Based Businesses File No. 8209.2

Correspondence from Vincent Massey, dated October 28, 2013, requesting clarification on signage bylaws for home based businesses in Whistler.

for Programming File No. 8243

RMOW Recreation – Non- Correspondence from Mike Richman, Presiding Chair of Pemberton Valley Resident Fee Registration Utilities & Services Committee, dated October 30, 2013, regarding RMOW Recreation – Non-Resident Fee Registration for Programming.

Adoption Awareness Month File No. 9003

Correspondence from Stephanie Cadieux, Minister of Children and Family Development, dated November 1, 2013, regarding Adoption Awareness Month.

Howe Sound Community Forum Invitation File No. 7107.1

Correspondence from Ruth Simons, received November 7, 2013, regarding an invitation to attend the Howe Sound Community Forum.

Regarding Millar and File No. 8159, 7207

AWARE Meeting Request Correspondence from Claire Ruddy, President, and the Board of Directors of the Association of Whistler Area Residents for the Environment (AWARE), received Alpha Creek Development November 8, 2013, requesting a meeting regarding development of the Millar and Alpha Creek wetlands.

ADJOURNMENT



WHISTLER

MINUTES

REGULAR MEETING OF MUNICIPAL COUNCIL TUESDAY, NOVEMBER 5, 2013, 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: J. Crompton, J. Faulkner, J. Grills, D. Jackson, A. Janyk,

and R. McCarthy

Chief Administrative Officer, M. Furey

General Manager of Corporate and Community Services, N. McPhail

General Manager of Infrastructure Services, J. Paul

General Manager of Resort Experience, J. Jansen

Director of Finance, K. Roggeman

Corporate Officer, S. Story

Manager of Communications, M. Comeau

Manager of Special Projects, T. Battiston

Manager of Transportation and Solid Waste, J. Hallisey

Planner, F. Savage

Recording Secretary, N. Best

ADOPTION OF AGENDA

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

That Council adopt the Regular Council agenda of November 5, 2013 with the addition of a Notice of Motion from Councillor J. Faulkner under Other Business.

CARRIED

ADOPTION OF MINUTES

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

That Council adopt the Regular Council minutes of October 15, 2013.

CARRIED

PUBLIC QUESTION AND ANSWER PERIOD

Doug Player, 4809 Spearhead Drive, asked about the 2013 EPI Summary of Key Findings Report in Section 2.2.1, specifically what the \$150,000 was designated specifically for. Mike Furey, Chief Administrative Officer responded that the funds were allocated in relation to the Education and Learning Task Force outcomes to pursue educational opportunities and were

attached to any one opportunity.

Mr. Player asked if the funds set aside were for partnering with a specific institution. M. Furey responded that is was not for a specific institution, but that it was recognized that there may be start-up costs, prompting staff to ask Council to set aside funds as Whistler moves forward to further explore educational opportunities.

Mr. Player asked for an explanation of start-up costs. M. Furey responded that start-up costs will be determined as they move forward with discussions and negotiations with institutions that are looking to develop educational offerings in Whistler and to ensure that those institutions meet the requirements of the Education and Learning Task Force as set out in the report.

PRESENTATIONS/DELEGATIONS

Remembrance Day Service

A presentation was given by Brian Buchholz, Chair of Whistler Remembrance Day Service regarding Remembrance Day information and service on November 11, 2013.

MAYOR'S REPORT

Mayor Wilhelm-Morden, on behalf of Council, welcomed Norm McPhail, General Manager of Corporate and Community Services to his first council meeting.

Mayor Wilhelm-Morden announced the appointment of Sheila Kirkwood as Fire Chief for the Whistler Fire Rescue Service. Sheila was the first female Assistant Fire Chief in BC and is now one of the first female Fire Chiefs in the province. Sheila will replace Whistler's current Fire Chief, Rob Whitton, who announced his plans for retirement in July. Mayor Wilhelm-Morden thanked Rob for his years of service and welcomed Sheila to her new role.

Mayor Wilhelm-Morden announced that Cross-Country Ski Passes are on sale and can be purchased at Meadow Park Sports Centre until November 20. Dual Lost Lake and Callahan Ski Country passes are also available. More information is at whistler.ca.

Mayor Wilhelm-Morden announced two vacancies on the Public Art Committee for a two-year term starting in January 2014. The application deadline is November 25. More information is at whistler.ca/publicart.

Mayor Wilhelm-Morden reported that October 29 marked 100 days before the start of the 2014 Olympic Winter Games in Sochi, Russia. February 12, 2014 will mark the fourth anniversary of the opening ceremony for the 2010 Olympic and Paralympic Winter Games. Mayor Wilhelm-Morden reported that RMOW staff are currently working on programming that will showcase the Games experience and legacies. In anticipation of the Games, residents and visitors can attend the Luge World Cup on December 6 and 7 at the Whistler Sliding Centre.

> Mayor Wilhelm-Morden reported that this weekend, Whistler's Cornucopia festival will be celebrating its 17th year as one of Whistler's most popular signature events. The festival has expanded to 11 days of events celebrating food and drink from Whistler and beyond; and will run until November 17. More information and tickets can be found at whistlercornucopia.com.

> Mayor Wilhelm-Morden reminded everyone about the Whistler Remembrance Day Service at 10:45 a.m. the Whistler Cenotaph on November 11.

Mayor Wilhelm-Morden reported that on November 12, she will be meeting with Brian Atkins, District Manager, Ministry of Transportation and Infrastructure and MLA Jordan Sturdy to talk about recent logging truck incidents on Highway 99 and other highway safety incidents.

ADMINISTRATIVE REPORTS

Economic Partnership Initiative: Summary of Key

Findings Report Report No. 13-109 File No. 2041

Moved by Councillor A. Janyk Seconded by Councillor R. McCarthy

That Council endorse the EPI: Summary of Key Findings report as attached as Appendix A to Administrative Report No 13-109.

CARRIED

Write Off of Property

Taxes

Report No. 13-106 File No. 4560

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

That Council direct RMOW staff to apply to the Ministry of Community Sport and Cultural Development to issue an order pursuant to Section 315.3 of the Local Government Act for authorization to write off uncollectible property taxes in the amount of \$7,189.81 from folio 006950.010.

CARRIED

Contracting Process Report No. 13-105

File No. 610

Solid Waste Management Moved by Councillor A. Janyk Seconded by Councillor J. Faulkner

> That Council authorize staff to proceed with the multi-step proposal process for performance-based solid waste management contracts described in Council Report No. 13-105.

CARRIED

LLR 1159 - 21 Steps Restaurant Permanent Change to Food Primary License

Report No. 13-107 File No. LLR 1159

Moved by Councillor J. Crompton Seconded by Councillor R. McCarthy

That Council authorize the resolution attached as Appendix "A" to Administrative Report No. 13-107 providing Council's recommendation to the BC Liquor Control and Licensing Branch in support of an application from 21 Steps Restaurant for a Permanent Change to a Liquor License to add a patron participation entertainment endorsement to Food Primary License No. 184921. **CARRIED**

LLR 1160 – Mexican Corner Permanent Changes to Food Primary

License

Report No. 13-108 File No. LLR 1160

Moved by Councillor A. Janyk Seconded by Councillor D. Jackson

That Council authorize the resolution attached as Appendix "A" to Administrative Report No. 13-108 providing Council's recommendation to the BC Liquor Control and Licensing Branch in support of an application from the Mexican Corner Restaurant for a Permanent Change to Licensed Hours of Sale for Food Primary License No. 109618, to extend hours of sale to 9:00 am to 1:00 am Monday through Sunday; and further

CARRIED

Moved by Councillor J. Crompton Seconded by Councillor R. McCarthy

That Council authorize the resolution attached as Appendix "B" to Administrative Report No. 13-108 providing Council's recommendation to the BC Liquor Control and Licensing Branch in support of an application from the Mexican Corner Restaurant for a Structural Change to permit up to a 17 person capacity restaurant lounge.

CARRIED

Whistler Coat of Arms Application Report No. 13-104 File No. 9003.1

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

That Council direct staff to apply to the Canadian Heraldic Authority for the Resort Municipality of Whistler to receive armorial bearings from the Canadian Crown under the powers exercised by the Governor General:

That Council appoint a Select Committee of Council entitled the "Coat of Arms Committee" to work with the Canadian Heraldic Authority to develop a coat of arms for Whistler: and further

That Council endorse the Terms of Reference attached as Appendix D to Council Report No. 13-104 for the Coat of Arms Committee.

CARRIED

OTHER BUSINESS

NOTICE OF MOTION

Moved by Councillor J. Faulkner

That Council direct staff to initiate preparation of a zoning amendment Bylaw to regulate activities related to the research, development, production and distribution of medical marijuana.

CORRESPONDENCE

UBCM Convention: Navigating the Local Landscape Meeting File No. 2014.33

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

That correspondence from Mary Polak, Minister of Environment, dated October 11, 2013, regarding the 2013 Union of British Columbia Municipalities (UBCM) Convention: Navigating the Local Landscape meeting

be received.

CARRIED

Cab Crackdown Response File No. 3009

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

That correspondence from Brian Wolfgang Becker, dated October 12, 2013, regarding his response to Pique Newsmagazine's "Cab Crackdown" article be received.

CARRIED

Creekside Intersection Safety

File No. 7002.9

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

That correspondence from Adam Protter, dated October 15, 2013, regarding the safety of the Lake Placid Road and Highway 99 intersection in Creekside be received and referred to staff.

CARRIED

FCM Membership Renewal

File No. 2072

Moved by Councillor J. Grills Seconded by Councillor J. Faulkner

That correspondence from Claude Dauphin, President of the Federation of Canadian Municipalities (FCM), dated October 16, 2013, regarding FCM

Membership renewal be received and referred to staff.

CARRIED

Logging Trucks on Highway 99 File No. 9140.1 Moved by Councillor J. Crompton Seconded by Councillor R. McCarthy

That correspondence from Emelita Heine, dated October 18, 2013, regarding

logging trucks on Highway 99 be received and referred to staff.

CARRIED

Whistler International Campus Information File No. 7725

Moved by Councillor J. Crompton Seconded by Councillor R. McCarthy

That correspondence from Doug Player, dated October 20, 2013, regarding

Whistler International Campus information be received.

CARRIED

LMLGA CivX 2013 File No. 2083 Moved by Councillor J. Crompton Seconded by Councillor J. Grills

That correspondence from Joslyn Young, Executive & Association Services Coordinator for the Union of BC Municipalities (UBCM) and the Lower Mainland Local Government Association (LMLGA) dated October 22, 2013,

regarding the CivX 2013 event be received.

CARRIED

Sea to Sky Indy Events Proposal Moved by Councillor R. McCarthy Seconded by Councillor J. Grills

File No. 8512

That correspondence from Brian Wolfgang Becker, dated October 24, 2013, requesting feedback on the proposed Sea to Sky Indy events be received. **CARRIED**

Veteran's Week in Whistler Proclamation Request

Moved by Councillor A. Janyk Seconded by Councillor R. McCarthy

File No. 3009.1

That correspondence from Brian Buchholz, Chair of Whistler Remembrance Day Service, received October 29, 2013, requesting November 5 through 11, 2013 be proclaimed as "Veteran's Week in Whistler" be received and proclaimed.

CARRIED

Highway 99 Engine Brake Moved by Councillor J. Crompton Noise

Seconded by Councillor A. Janyk

File No. 9140.1

That correspondence from Crosland Doak, received October 29, 2013, regarding engine brake noise on Highway 99 be received and referred to staff.

CARRIED

ADJOURNMENT

Moved by Councillor J. Crompton

That Council adjourn the November 5, 2013 Council meeting at 7:09 p.m. **CARRIED**

MAYOR: N. Wilhelm-Morden

CORPORATE OFFICER: S. Story



WHISTLER

REPORT INFORMATION REPORT TO COUNCIL

PRESENTED: November 19, 2013 REPORT: 13-110

FROM: Corporate and Community Services **FILE:** 4527

SUBJECT: THIRD QUARTER FINANCIAL REPORT

COMMENT/RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

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

RECOMMENDATION

That Council receive Information Report No. 13-110 Third Quarter Financial Report for the quarter ended September 30, 2013.

REFERENCES

Appendix A – Third Quarter Financial Report for the quarter ended September 30, 2013.

PURPOSE

The purpose of the report is to provide council with a comparison of the annual budget amounts with year to date actual revenues and expenditures for operating departments and projects as of September 30, 2013.

DISCUSSION

Quarterly financial reporting is being prepared by the Resort Municipality of Whistler as a means to provide the community, council and the organization, with a regular overview of financial information. Quarterly financial reporting is a priority identified by council as part of its Council Action Plan priorities of fiscal responsibility and accountability.

Three quarters of the way through the 2013 fiscal year the overall municipal revenues and expenditures are tracking relatively close to expectations and prior year levels for the period. Overall non taxation and non-government sourced revenues, except for investment income, are tracking at seventy-three percent of their annual budgeted amounts. Total revenues including taxation are now at eighty-eight percent (2012-ninety percent) of budget for the year. Operating expenditures by Division are tracking at or slightly less than seventy-six percent of their annual budget. Total operating expenditures are at \$38.9 million (2012-\$38.1 million) which is seventy-one percent (2012-seventy percent) of the annual budget.

Additional commentary and financial information is provided in the report attached as Appendix A.

WHISTLER 2020 ANALYSIS

W2020 Strategy	TOWARD Descriptions of success that resolution moves us toward	Comments
Finance	Common evaluation criteria are used to assess actions.	A financial overview is reported and evaluated on a regular basis.

OTHER POLICY CONSIDERATIONS

None.

BUDGET CONSIDERATIONS

None.

COMMUNITY ENGAGEMENT AND CONSULTATION

Financial information will be reported publicly on a regular basis.

SUMMARY

Overall municipal operating and project revenues and expenditures are at expected levels as at the end of the third quarter of the fiscal year.

Respectfully submitted,

Ken Roggeman
DIRECTOR OF FINANCE
for
Norm McPhail
GENERAL MANAGER, CORPORATE AND COMMUNITY SERVICES





INTRODUCTION

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

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

This quarterly report provides information in four parts:

Commentary, pages 2-4

Charts and comments

Summary of Operational Results, pages 5-6

- Summary of primary revenue categories
- Summary of expenditures by division
- Other expenditures and allocations

Operational results are revenues and expenses that the municipality normally carries out on an annual basis. Operational costs are paid for by current year revenues.

Statements of Operational Results, pages 7-14

Revenues and expenditures by department

Statements of Net Project Expenditures, pages 15-21

Summary of net project expenditures

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

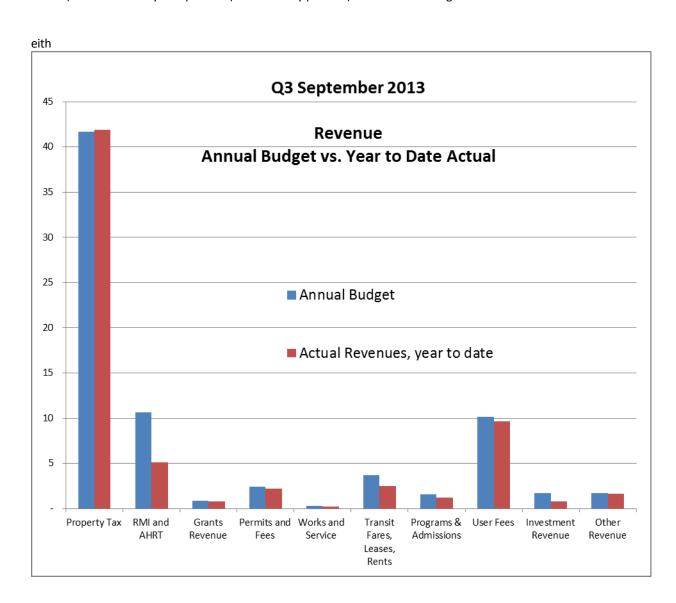
All amounts are presented on a non-consolidated basis which may give rise to some variations from amounts included in the actual Five-Year Financial Plan Bylaw. Non-consolidated means that subsidiary companies of the municipality (Whistler Housing Authority for example) are not included and, interdepartmental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

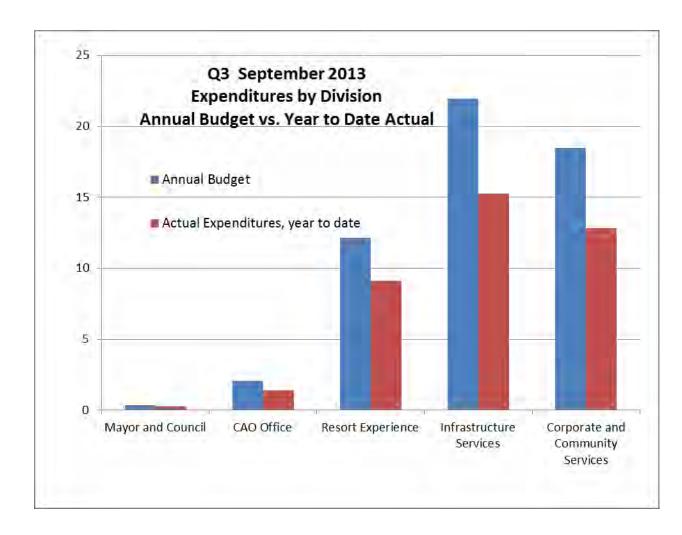
Questions or comments about this report can be made by:

Email – <u>budget@whistler.ca</u> Phone – 604-932-5535 (Toll free 1-866-932-5535)

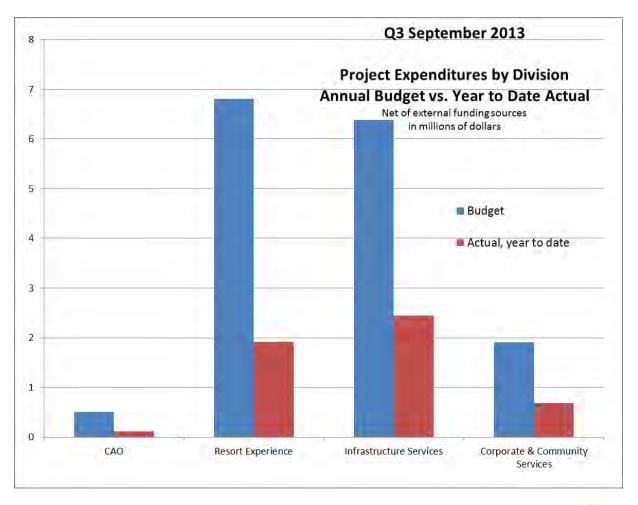
COMMENTARY

Three quarters of the way through the 2013 fiscal year the overall municipal revenues and expenditures are tracking relatively close to expectations and prior year levels for the period. Overall non taxation and non-government sourced revenues, except for investment income, are tracking at seventy-three percent of their annual budgeted amounts. Total revenues including taxation are now at eighty-eight percent (2012-ninety percent) of budget for the year. Operating expenditures by Division are tracking at or slightly less than seventy-six percent of their annual budget. Total operating expenditures are at \$38.9 million (2012-\$38.1 million) which is seventy-one percent (2012-seventy percent) of the annual budget.





Operating revenues and expenditures for individual departments can be found on the Statements of Operational Results.



As of September 30, 2013, actual net project expenditures are at thirty-three percent (2012-forty-two percent) of total budgeted expenditure for the year.

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

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

Resort Municipality of Whistler Summary of Operational Results

For the Quarter ended September 2013, (Unaudited)

	Annual Budget	Actuals YTD	% Budget Used to Date	Notes
Revenues	_uugee			
Property Tax	41,674,160	41,875,934	100%	1
RMI and AHRT	10,619,001	5,153,350	49%	2
Grants Revenue	878,290	770,501	88%	3
Permits and Fees	2,416,555	2,217,918	92%	
Works and Service	325,001	246,330	76%	
Transit Fares, Leases, Rents	3,684,627	2,474,659	67%	
Programs & Admissions	1,558,813	1,257,897	81%	
User Fees	10,182,508	9,671,673	95%	4
Investment Revenue	1,695,497	513,733	30%	5
Other Revenue	1,694,326	1,628,888	96%	
	74,728,778	65,810,884	88%	•
Expenditures				=
Mayor & Council	366,184	280,004	76%	1
CAO Office	2,093,173	1,387,559	66%	ı
Resort Experience	12,136,979	9,126,049	75%	1
Infrastructure Services	21,941,547	15,275,206	70%	ı
Corporate and Community Services	18,461,803	12,811,608	69%	_
Total Division Expenses	54,999,687	38,880,427	71%	<u>-</u>
Gen Ops - Debt Service	203,295	100,888	50%	ı
Bank Charges & Interest	50,000	36,969	0%	
Corp Expense Miscellaneous	2,674,111	2,272,529	85%	
Gen Ops - Contributions to/from Other Funds General Operating B/S	8,249,878 0	0 (5,875)	0% 0%	
Water Ops - Contributions to/from Other Funds	3,972,063	(5,675)	0%	
Sewer - Debt Service	836,550	418,275	50%	
Sewer Ops - Contributions to/from Other Funds	2,446,454	0	0%	
Solid Waste - Fees & Charges	5,000	3,852	77%	
Solid Waste - Debt Service Solid Waste - Contributions to/from Other Funds	334,658 150,000	154,500 0	46% 0%	
Other Expenditures	18,922,009	2,981,139	16%	
·	· ·		1076	=
Internal Recoveries, Expenses and Trans	sfers To Rese	erves:		
Interdepartmental Allocations	628,175	2,789,740		
interdepartmental Allocations	020,173	2,703,740		
Repayment of Composter Loan	(1,435,257)	(274,963)		
Total Internal Transactions	(807,082)	2,514,777		
Future Expenditures/Transfers/Reserve Contribution	ns 0	26,464,096		
Unallocated Revenues	0	0		

See next page for notes referenced above

Notes:

- 1 Almost all property tax and utility revenues are levied in the second quarter.
- 2 RMI payments for the year are being received as per the MOU with the province. AHRT is tracking slightly ahead of budget and prior year amounts.
- A significant amount of grant revenue, including the provincial Strategic Community Investment Funds, has been received in the third quarter of the fiscal year.
- 4 User fees includes a significant amount of revenue that is billed on the annual property tax notice and is accounted for in the second quarter of the fiscal year.
- Investment income includes interest, dividends and market value changes as of September 30, 2013. Investment income is significantly less than budgeted due to market changes that occurred during the second quarter of this fiscal year. At June 30, 2013, investment returns were actually a loss of more than \$200,000. During the third quarter, investment returns have improved by more than \$700,000.
- 6 Allocation of AHRT to Tourism Whistler. Budget includes CEP and Fee for Service amounts.
- Budgeted amounts are for reserve contributions and transfers that will be accounted for at the end of the fiscal year.

Other seasonal variations and factors that impact the proportion of revenue achieved as of the end of the reporting period are:

Resort Municipality Initiative (RMI) and Additional Hotel Room Tax (AHRT)

- AHRT revenues include amounts for the months of January through June only.
- Reporting and recording of AHRT revenue is normally reported and recorded eight weeks after each month end.
- A significant portion of the RMI grant from the province of BC will be accounted for in the fourth quarter.

Works and Service Charges

- These revenues are specifically related to the level and timing of property development applications.
- Works and Service revenues must be kept for future infrastructure maintenance and replacement, and are held in reserves to fund projects.

Other Revenue

- Other revenue is primarily made up of recoveries, fines, and miscellaneous sales and penalties, including penalties on unpaid taxes.
- Timing of these revenue amounts is less certain than other areas.

Property Taxes

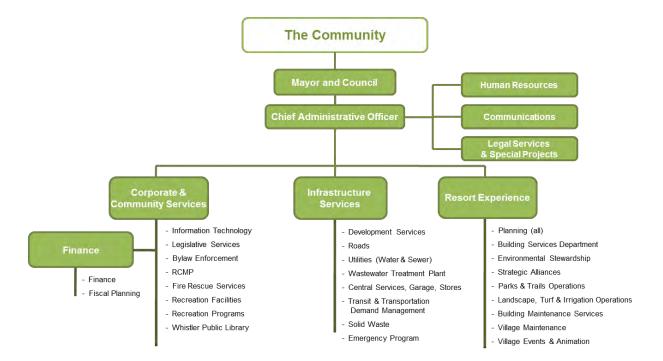
- Most property taxes and associated fees are billed on the annual property tax notice and accounted for in the second quarter of the fiscal year.
- Property taxes includes property value taxes and parcel taxes.
- User fees for water, sewer and solid waste are accounted for as "User Fees".

STATEMENTS OF OPERATIONAL RESULTS

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

Revenues and expenses are reported separately for each department.

The figure outlined below illustrates the RMOW's organizational structure.



Resort Municipality Of Whistler Statement of Operational Results by Department For the quarter ended September 30, 2013 (unaudited)

Division 1100 Mayor and Council	Annual Budget	Actuals YTD	% Budget Used to Date
Mayor & Council			
Revenues	-5,000	-204	4%
Expenses	366,184	280,004	76%
Total	361,184	279,799	
Mayor and Council Total	361,184	279,799	

Resort Municipality Of Whistler Statement of Operational Results by Department For the quarter ended September 30, 2013 (unaudited)

Division 1200 CAO Office	Annual Budget	Actuals YTD	% Budget Used to Date
Administrator		<u> </u>	
Revenues	0	-8,500	0%
Expenses	1,323,129	853,670	65%
Total	1,323,129	845,170	
Policy & Program Development			
Expenses	0	6,890	0%
Total		6,890	
Human Resources			
Expenses	770,044	527,000	68%
Total	770,044	527,000	
CAO Office Total	2,093,173	1,379,059	

Resort Municipality Of Whistler Statement of Operational Results by Department For the quarter ended September 30, 2013 (unaudited)

Division 5000 Resort Experience	Annual Budget	Actuals YTD	% Budget Used to Date	Notes
Strategic Alliances				_
Revenues	-78,241	3,000	-4%	1
Expenses	157,332	120,267	76%	_
Total	79,091	123,267		
Village Events and Animation				
Revenues	-3,384,480	-199,832	6%	2
Expenses	3,428,771	2,491,163	73%	_
Total	44,291	2,291,330		
Division Administration				
Revenues	-125,000	0	0%	3
Expenses	399,167	410,462	103%	4
Total	274,167	410,462		
Park/Village Operations				
Revenues	-1,376,828	-527,367	38%	5
Expenses	5,904,811	4,415,448	75%	
Total	4,527,983	3,888,081		-
Planning (ALL)				
Revenues	-67,750	-56,642	84%	
Expenses	1,287,602	845,272	66%	
Grants & Contributions	-32,000	-90,961	284%	6
Project Expenditures	38,723	90,700	234%	6
Total	1,226,575	788,369		-

.....continued on next page

esort Experience continued				
Environment Stewardship				
Revenues	0	(577)	0%	
Expenses	250,494	189,167	76%	
Total	250,494	188,591		
Building Department Services				
Revenues	(448,000)	(528,029)	118%	
Expenses	670,079	563,570	84%	
Total	222,079	35,541		
esort Experience Total	6,624,680	7,725,641		

Notes:

- Budgeted revenue is for AHRT contributions that will be booked at the end of the fiscal year.
- 2 Most budgeted revenue is for RMI funding that will be booked at the end of the fiscal year.
- Budgeted revenue is for RMI funding that will be booked at the end of the fiscal year.
- 4 Omission of a budget amount and errors in coding actuals has resulted in a negative budget variance Subsequent review has identified cost reductions of approximately \$21,000 that will be made in the fourth quarter.
- Approximately one third of budgeted revenue is for RMI funding that will be booked at the end of the year.
- 6 The Planning Department includes contributions and costs resulting from development applications. Costs of processing development applications are recovered from the applicant. Timing of when costs are incurred and recovery from the applicant will vary.
- 7 Greater revenues have been realized as a result of a higher volume of building permits.

Resort Municipality Of Whistler Statement of Operational Results by Department For the quarter ended September 30, 2013 (unaudited)

Division 6000 Infrastructure Services	Annual Budget	Actuals YTD	% Budget Used to Date	Notes
Division Administration				=
Revenues	(2,799)	0	0%	
Expenses	329,015	250,776	76%	_
Total	326,216	250,776		
Development Services/Engergy Mgmt				
Revenues	(8,500)	(10,665)	125%	
Expenses	596,231	315,044	53%	_ 1
Total	587,731	304,379		
Transportation				
Revenues	(6,500)	(7,060)	109%	
Expenses	2,136,447	1,466,621	69%	_,
Total	2,129,947	1,459,561		
Central Services				
Revenues	(2,831,489)	(1,938,677)	68%	
Expenses	2,103,945	1,431,468	68%	_
Total	(727,544)	(507,209)		
Environmental Operations				
Revenues	(2,202,386)	(1,572,208)	71%	2
Expenses	2,198,880	1,572,208	72%	2
Total	(3,506)	0		

.....continued on next page

Infrastructure Services continued......

				
Solid Waste				
Revenues	(4,471,210)	(4,026,700)	90%	
Expenses	4,383,784	3,224,249	74%	
Total	(87,426)	(802,451)		
Transit				
Revenues	(3,839,504)	(1,808,818)	47%	
Expenses	6,357,684	4,231,257	67%	
Total	2,518,180	2,422,440		
Water Fund				
Revenues	(6,378,200)	(6,340,911)	99%	
Expenses	2,846,111	1,509,363	53%	
Total	(3,532,089)	(4,831,549)		
Sewer Fund				
Revenues	(7,306,799)	(7,190,298)	98%	
Expenses	4,315,540	2,664,526	62%	
Total	(2,991,259)	(4,525,772)		_
rastructure Services Total	(1,779,749)	(6,229,824)		

Notes:

- 1 Expenditures are less than planned as two positions have been vacant for part of the fiscal year.
- 2 All expenses of the Environmental Operations Department are allocated to the Water and Sewer funds.
- 3 A large proportion of solid waste revenues are included on the property tax notice and booked during May and June.
- 4 Approximately one quarter of budgeted transit revenue is funding from AHRT and will be accounted for at the end of the fiscal year. In addition, a larger proportion of Transit revenues are earned in the first and fourth quarters of the fiscal year.
- 5 Most water utility revenues are included on the property tax notice and booked during May and June.
- 6 Budgeted expenses includes administration costs allocated from the operating fund and are not accounted for until the end of the fiscal year.
- Most sewer utility revenues are included on the property tax notice and booked during May and June.

Resort Municipality Of Whistler Statement of Operational Results by Department For the quarter ended September 30, 2013 (unaudited)

Division 7000 Corporate and Community Services	Annual Budget	Actuals YTD	% Budget Used to Date	Notes
Finance		_		_'
Revenues	-88,000	-73,665	84%	
Expenses	1,733,101	1,354,412	78%	1
Total	1,645,101	1,280,747		
Legislative Services				
Revenues	-12,095	-20,471	169%	
Expenses	828,801	572,860	69%	_
Total	816,706	552,388		
Information Technology				
Revenues	-35,400	-36,435	103%	
Expenses	1,135,382	884,773	78%	_
Total	1,099,982	848,338		
Bylaw				
Revenues	-1,723,397	-1,744,571	101%	2
Expenses	1,329,685	873,980	66%	_
Total	-393,712	-870,591		
RCMP				
Revenues	-277,412	-89,694	32%	3
Expenses	3,872,564	2,348,918	61%	_
Total	3,595,152	2,259,224		

.....continued on next page

Corporate and Community Services continued......

Fire Rescue Service	40.000	46.157	2.50	
Revenues	-48,000	-46,157	96%	
Expenses	3,428,522	2,556,914	75%	_
Total	3,380,522	2,510,757		
Whistler Public Library				
Revenues	-130,850	-130,995	100%	
Expenses	951,379	708,572	74%	
Total	820,529	577,576		
Recreation				
Revenues	-1,014,735	-796,416	78%	
Expenses	1,667,707	1,250,091	75%	
Total	652,972	453,675		
Meadow Park Sports Centre				
Revenues	-1,542,350	-1,072,605	70%	
Expenses	3,028,288	2,157,433	71%	
Total	1,485,938	1,084,827		_
Corporate and Community Services General				
Expenses	351,373	103,657	30%	
Total	351,373	103,657		_
orporate and Community Services Total	13,454,562	8,800,599		

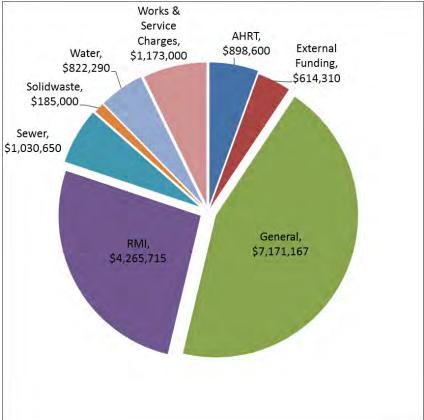
Notes:

- 1 Actual expenses include external audit and insurance premium costs incurred in the first quarter.
- 2 Parking revenues have been greater than planned and Business License revenue is accounted for at the beginning of the fiscal year.
- 3 Approximately fifty percent of the budgeted revenue is for AHRT funding that will be accounted for at the end of the fiscal year.
- The library received most of the expected grant revenue during the first half of the fiscal year.
- 5 General Manager position vacant for one month and all expenditure categories are significantly less than budgeted.

STATEMENTS OF NET PROJECT EXPENDITURE

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

For 2013 the budgeted amount to be funded from reserves and external sources is \$16.2 million. The chart below provides a breakdown of funding sources for projects in 2013 and the amount that each will be contributing.



Projects are sorted by division and categorized as follows:

Annual Recurring Projects

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

Continuing Projects

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

New Projects

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

Other Projects

Projects that have been included in prior financial plans and are subject to discussion with senior levels of government.

Resort Municipality of Whistler

Statement of Project Position

For the quarter ending September 30, 2013, (unaudited)

DIVISION 1200	Annual	Actuals	% Budget	Notes
CAO Office	Budget	YTD	YTD	
Annual Recurring Projects				
Collective Bargaining	72,000	762	1%	
Continuing Projects				
Municipal Building Energy Retrofit Studies	10,000	-4,125	-41%	1
New Projects				
Website	48,000	19,043	40%	
Audain Art Museum	239,000	82,242	34%	
Energy Upgrade Incentives (Res & Com)	40,000	-1,060	-3%	2
Community Energy Plan Update	20,000	0	0%	
Community Engagement	25,000	0	0%	
Barnfield Housing	50,000	21,096	42%	
CAO Office Total	504,000	117,958		

Notes:

¹ Grant revenue has been received but not all project costs have yet been incurred.

² Grant revenue is greater than planned and all project costs have not yet been incurred.

Resort Municipality of Whistler Statement of Project Position

For the quarter ending September 30, 2013, (unaudited)

DIVISION 5000	Annual	Actuals	% Budget	Notes
Resort Experience	Budget	YTD	YTD	
Annual Recurring Projects	_			
Conference Centre Improvements	255,000	104,281	41%	
General Improvements - Environment	27,500	22,869	83%	
Village Enhancement	150,000	87,922	59%	
Public Art Project	13,415	6,942	52%	
Parks Accessibility Program	25,000	999	4%	
Village Square & Mall Rejuvenation	250,000	58,463	23%	
Bear Management Program	30,000	7,550	25%	
Valley Trail Reconstruction	110,000	16,580	15%	
Air Quality Management Plan	5,000	2,760	55%	
Annual Building Maintenance	90,000	28,547	32%	
Cheakamus Community Forest / Forestry Co	13,000	3,763	29%	
Recreation Trail Program	50,000	38,094	76%	
Park Operations General Improvement	200,000	128,214	64%	
Ecosystem Monitoring Program	25,000	12,901	52%	
Alpine Trail Program	250,000	151,184	60%	
Continuing Projects				
Resort Municipality Initiative Projects	47,500	0	0%	
Municipal Building Rejuvenation	475,000	211,866	45%	
Official Community Plan	20,000	375	2%	
Retail Strategy	7,500	3,318	44%	
Recreation Leisure Master Plan	30,000	34,923	116%	
Illegal Spaces Task Force	8,000	0	0%	
Zoning Bylaw Updates	20,000	0	0%	
Library	0	2,045	0%	
Mountain Square Enhancement	0	(71,879)	0%	1
Former Hostel Site Master Planning	15,000	0	0%	
Whistler Olympic Plaza Ice Rink	183,000	114,430	63%	
19 Mile Pedestrian Bridge Crossing	0	1,087	0%	
Conference Centre Parking Structure	25,438	0	0%	
Lot A Parking Structure	13,355	30,401	228%	
Lots C1 & C2 Parking Structure	79,212	12,606	16%	
Energy Reduction Program	44,000	19,930	45%	
Spruce Grove Valley Trail Bridge Removal	25,000	3,545	14%	
Universal Access Trail	45,000	12	0%	
Cheakamus Bridge Sea to Sky	0	1,335	0%	
Bayly Park (Cheakamus Crossing Park)	592,571	376,717	64%	
Lost Lake Park North Bridge Replacements	50,000	182	0%	
Rainbow Theatre Renovation	350,000	0	0%	
RCMP Jail Cell Code Upgrades	0	7,430	0%	

Resort Experience continued......

New Projects

8,000	0	0%	
67,000	53,974	81%	
15,000	0	0%	
0	7,296	0%	
100,000	10,038	10%	
65,000	87,728	135%	
40,000	55,218	138%	2
7,000	0	0%	
20,000	0	0%	
400,000	289,115	72%	
0	(1,894)	0%	3
50,000	0	0%	
2,620,000	0	0%	
7,281,491	1,920,867		
	67,000 15,000 0 100,000 65,000 40,000 7,000 20,000 400,000 0 50,000	67,000 53,974 15,000 0 0 7,296 100,000 10,038 65,000 87,728 40,000 55,218 7,000 0 20,000 0 400,000 289,115 0 (1,894) 50,000 0	67,000 53,974 81% 15,000 0 0% 0 7,296 0% 100,000 10,038 10% 65,000 87,728 135% 40,000 55,218 138% 7,000 0 0% 20,000 0 0% 400,000 289,115 72% 0 (1,894) 0% 50,000 0 0% 2,620,000 0 0%

Notes:

- 1 Project is in a credit balance due to post project cost recoveries from adjacent properties.
- 2 Total project costs are expected to be greater than budgeted. Education and learning strategies are a council priority. The number of meetings, analysis and time required to carry out the project have been greater than planned.
- 3 An external contribution to the project cost has been received but actual expenditures have not yet been incurred or accounted for.

2

3

Resort Municipality of Whistler

Statement of Project Position

For the quarter ending September 30, 2013, (unaudited)

DIVISION 6000	Annual	Actuals	% Budget	Notes
Infrastructure Services	Budget	YTD	YTD	
Annual Recurring Projects				
Water Annual Reconstruction	219,000	147,553	67%	
Water Loss Reduction Program	25,000	1,165	5%	
Sewer Annual Reconstruction	200,000	32,051	16%	
WWTP Annual Reconstruction	250,000	66,553	27%	
Fire Hydrant Maintenance	85,000	47,884	56%	
Benchmarking Water	7,500	7,280	97%	
Reservoir Cleaning	100,000	34,591	35%	
Solid Waste Annual Reconstruction	150,000	40,227	27%	
Groundwater Monitoring for Final Capital	25,000	15,020	60%	
Workplace Safety-Maint. and Oversight - WA	10,000	4,418	44%	
Workplace Safety-Maint. and Oversight - SE	10,000	525	5%	
Annual Reconstruction - Roads	900,000	308,431	34%	
Fitz Creek Gravel Removal	300,000	153,499	51%	
Bridge Reconstruction Program	25,000	0	0%	
Fleet Replacement	1,691,838	165,235	10%	
Central Services Annual Reconstruct	24,000	16,969	71%	
Continuing Projects				
West Side Alta Lake Sewers	50,000	21,235	42%	
Environmental Monitoring - Cheakamus Riv	60,000	1,263	2%	
Reservoir Upgrades	50,000	12,687	25%	
Water Main Replacement Program	81,000	71,599	88%	
PLC Replacement Program	55,000	20,480	37%	
Whistler Highlands High Pressure Water Lir	0	-3,700	0%	1
Valley Drive Watermain Replacement	0	-610	0%	1
WWTP Primary Bldg Retrofits	50,000	0	0%	
Solid Waste Contract Development	20,000	17,296	86%	

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Infrastructure Services continued......

New Projects

3%	1,065	35,000	21 Mile Water System Upgrade
7%	1,065	15,000	WWTP Management Plan
53%	21,178	40,000	Alta Vista Sewer Lateral Upgrade
0%	0	100,000	New Zone 775 Reservoir
14%	3,526	25,000	Source Water Protection Plan - 21 Mile
7%	1,091	15,000	Compost Facility
0%	0	0	Cross Connection Prevention Program
11%	3,933	35,000	San Trunk Main Barrier Protection Hwy 99
9%	13,217	150,000	WWTP Site Cross-Connection Prevention
98%	1,211,968	1,235,000	Land Purchase 7600 Nesters Road
1%	196	35,000	LWMP Review
0%	0	150,000	Project Expenditures
0%	0	150,000	Master Sewer Plan
207%	2,592	1,250	Benchmarking Sewer
0%	0	50,000	Function or 21 Mile Supply Well
2%	475	30,000	Stormwater Management Plan
5%	1,250	25,000	Fitz Creek Debris Barrier & Sediment Basin
65%	4,516	7,000	BC Transit Conference Hosting Duties
0%	0	0	Cheakamus North Connector Road Design
0%	0	26,000	Stores Bar Coding System
0%	0	20,000	Natural Gas Vehicle Program Assessment
	2,447,722	6,382,588	rastructure Services Total

Notes:

Reversals and adjustments of prior year accruals have not been fully offset by current year purchases.

Resort Municipality of Whistler

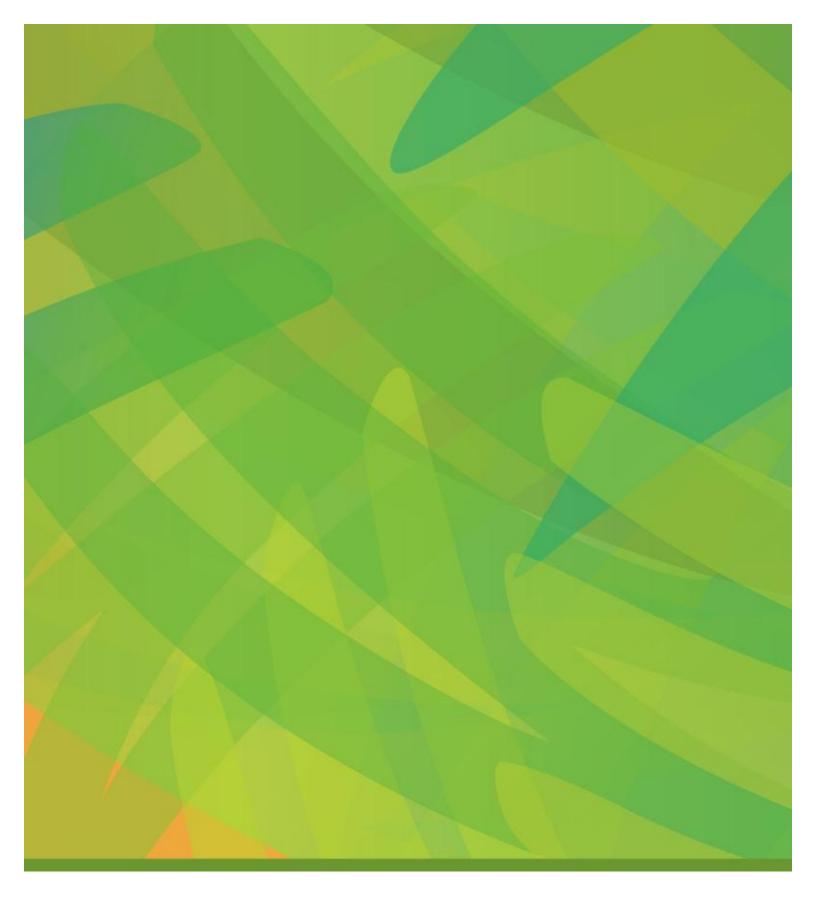
Statement of Project Position

For the quarter ending September 30, 2013, (unaudited)

DIVISION 7000	Annual	Actuals	% Budget	Notes
Corporate and Community Services	Budget	YTD	YTD	
Annual Recurring Projects				
Appraisal for Insurance Purposes	15,000	10,000	67%	
Computer Systems Replacement	189,424	180,735	95%	
Library Furniture and Equipment	42,000	7,028	17%	
Library Collection	85,000	77,224	91%	
MPSC Recreation Equipment	45,000	3,374	7%	
MPSC Infrastructure Replacement	804,000	346,473	43%	
Recreation Services Equipment	40,000	12,194	30%	
Recreation Services Infrastructure Replacen	100,000	18,133	18%	
Firefighting Equipment Replacement	35,000	33,235	95%	
Firesmart Fuel Treatment	100,000	5,606	6%	
Continuing Projects				
Financial Systems Modifications	33,000	0	0%	
Rainbow Expropriation Legal Fees	0	-625	0%	1
Local Infrastructure & Server Room	98,300	30,994	32%	
Corporate Software	125,000	0	0%	
Fiber-Optic Network Improvements	0	-33,760	0%	2
Smoking Regulation Communication	0	1,231	0%	
Day Parking Lot Upgrade	0	-13,139	0%	3
New Projects				
LGMA GFOA Conference	5,000	4,963	99%	
Records Management	65,000	1,030	2%	
Customer Service Centre - Municipal Hall	60,000	0	0%	
MPSC Accessibility Projects	35,000	4,418	13%	
Fire Underwriters Survey	16,000	0	0%	
WAG Facility	15,000	0	0%	
Corporate and Community Services Total	1,907,724	689,111		

Notes:

- 1 Reversals and adjustments of prior year accruals have not been fully offset by current year purchases.
- 2 Reversals and adjustments of prior year accruals have not been fully offset by current year purchases. The entire project cost is funded from external sources.
- 3 Grant funding for electric car charging stations not fully expended as of June 30, 2013.



THE RESORT MUNICIPALITY OF WHISTLER

Host Mountain Resort 2010 Olympic and Paralympic Winter Games

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FAX 604 935 8109



WHISTLER

REPORT ADMINISTRATIVE REPORT TO COUNCIL

PRESENTED: November 19, 2013 REPORT: 13-111

FROM: Resort Experience FILE: 8360

SUBJECT: RECREATION AND LEISURE ADVISORY COMMITTEE

COMMENT/RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

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

RECOMMENDATION

That Council approve the proposed amendments to the Recreation and Leisure Advisory Committee's Terms of Reference, attached as Appendix A to Administrative Report No. 13-111; and further

That Council direct staff to advertise for positions on the Recreation and Leisure Advisory Committee.

REFERENCES

Appendix A - Draft Amended Terms of Reference Recreation and Leisure Advisory Committee

PURPOSE OF REPORT

The purpose of this report is to secure Council approval to amend the Recreation and Leisure Advisory Committee's Terms of Reference. The amended Terms of Reference is provided in Appendix A. Additionally, this report also seeks Council direction to advertise for committee members as the Committee's term has come to an end.

DISCUSSION

In April 2012 Council approved a Terms of Reference for a Recreation and Leisure Advisory Committee (RLAC). RLAC considers indoor and outdoor recreation and leisure opportunities, services and issues, and is guided by the goals, objectives and policies of senior municipal documents. The departments of Resort Experience and Community and Corporate Services share administrative responsibilities.

The Recreation and Leisure Advisory Committee first met in September 2012 and concluded its first term in October 2013. At the October meeting Committee members and staff discussed a number of potential changes to the Terms of Reference to improve effectiveness. These changes are proposed to be included in the amended Terms of Reference:

2. Role and Mandate

2.2. Update the list of senior municipal documents that guide Committee recommendations. Proposed to be included are the *Economic Partnership Initiative* report and the *Corporate Plan*. The *Council Action Plan* is proposed to be deleted. The *Recreation Master Plan* is amended to be the *Recreation and Leisure Master Plan*.

3. Composition

3.1, 3.2, 3.3. Two additional voting positions are proposed. These are to be assigned to Tourism Whistler and Howe Sound School District 48 at their discretion. If filled this would increase Committee size to nine voting members. This is proposed as a means to better enable their participation in the Committee.

4. Appointments

- 4.5. The length of Committee term is proposed to change from one to two years. The Committee members and staff felt that it takes considerable time to get members "up to speed" and that a one year term was insufficient for Committee members to be effective. A two year term is also consistent with most other municipal advisory committees.
- 4.7. In order to avoid a complete turn-over of Committee membership at the end of a term, it is proposed that Council make appointments within three months of the end of any community members' term, rather than at the beginning of each calendar year.
- 4.10. A line stating that "individuals missing three consecutive meetings without due cause will be asked to resign from the Committee" is proposed to be added.

WHISTLER 2020 ANALYSIS

A Recreation and Leisure Advisory Committee is supportive all of the objectives and descriptions of success of the W2020 Recreation and Leisure Strategy.

BUDGET CONSIDERATIONS

A modest administrative budget will continue to be included as part of the municipal operational budgeting process. All members will be expected to serve without financial remuneration. Member expenses will not be reimbursed unless pre-approved by the Committee.

COMMUNITY ENGAGEMENT AND CONSULTATION

Following Council approval of the report's recommendations staff will advertise for Committee members in local media and upon the municipal website.

SUMMARY

Proposed amendments to the Recreation and Leisure Advisory Committee's Terms of Reference will improve Committee and staff effectiveness.

Respectfully submitted,

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

APPENDIX A



RECREATION AND LEISURE ADVISORY COMMITTEE TERMS OF REFERENCE

1. PURPOSE

1.1 To provide an objective view in the public interest and to give impartial and informed higher level advice to municipal staff and Council on matters related to the provision and delivery of indoor and outdoor recreation and leisure opportunities, services and issues.

2. ROLE AND MANDATE

- 2.1 The Recreation and Leisure Advisory Committee (RLAC) is an advisory body authorized only to make recommendations to municipal staff and Council. It does not have the authority to approve or refuse projects and/or initiatives.
- 2.2 The guiding framework for the RLAC will be defined by the goals, objectives and policies of senior municipal documents such as but not limited to *Whistler2020*, the *Official Community Plan*, the *Economic Partnership Initiative* report, the *Recreation and Leisure Master Plan*, as well as deliverables identified in the current *Corporate Plan*.
- 2.3 The intent of the RLAC is to provide higher level feedback and direction to staff on recreation and leisure opportunities, services, and issues as guided by 2.2 above.
- 2.4 RLAC recommendations to Council and staff are to strive towards or further embed in our culture the following core values:
 - a) Residents and visitors of all ages and abilities are able to enjoy activities year-round that encourage healthy living, learning and a sense of community;
 - b) The Whistler lifestyle includes recreation and leisure, and all community members are able and encouraged to participate;
 - c) Visitors are aware of and have access to a variety of recreation and leisure offerings at a range of price points;
 - d) The resort community is globally recognized as a leader in innovative recreation products and services;
 - e) Recreational experiences reflect an appropriate balance between adventure, challenge and safety, and exist within the comfortable carrying capacity of the amenity;
 - f) Quality recreation and leisure activities are delivered with exceptional service;

- g) A collaborative and comprehensive approach to developing amenities and offerings, and to resolving user conflicts is used by local and regional stakeholders:
- Recreation and leisure infrastructure and practices minimize the degradation of natural areas and are transitioning toward sustainable use of energy and materials; and
- i) Recreation and leisure is a core contributor to the Whistler economy
- 2.5 RLAC recommendations are to be supported by relevant documents such as but not limited to feasibility studies, business concepts or plan, surveys, and/or user metrics that demonstrate a good return on investment and/or a high degree of "public good" for the resort community. Ideally, all RLAC recommendations should be strategic in nature and have the support of RMOW staff.

3. COMPOSITION

- 3.1 The Committee shall be comprised of at least seven voting members and may have up to a total of nine voting members.
- 3.2 Seven voting community members whose qualifications, interests, and background cover two or more of the following areas, thereby providing an appropriate balance of interests within the RLAC. The interest areas are:
 - a) representatives of the youth/young adult and ageing populations in the community;
 - b) a member at large representing Whistler's families;
 - c) environmental matters as they relate to recreation and leisure;
 - d) accessibility;
 - e) outdoor recreation;
 - f) indoor recreation;
 - g) arts, culture and history;
- The Committee may have two additional voting partner members who are representatives of the following organizations, at the discretion of each organization, as follows:
 - a) Tourism Whistler
 - b) Howe Sound School District 48 or, at their discretion, a DPAC member.
- 3.4 An employee or officer of the Resort Municipality of Whistler is not eligible to be a member of the Committee.

4. APPOINTMENTS

- 4.1 All members shall be appointed by municipal Council.
- 4.2 Council shall appoint one member of Council to attend the meetings of the RLAC in an "ex-officio" non-voting capacity to serve as a resource and to improve communication with Council.
- 4.3 Council shall appoint the General Manager of Resort Experience and the General Manager of Corporate and Community Services or his/her designate(s) to serve as a non-voting liaison member of the RLAC.
- The remaining members shall be selected from nominees submitted by the general public respecting the interested areas listed in 3.2 above.
- 4.5 Council shall appoint each community member for a two year term.
- 4.6 Each member may be appointed for not more than three consecutive terms, unless otherwise authorized by Council under exceptional circumstances.
- 4.7 Council shall make appointments within 3 months of the end of any community members' term.
- 4.8 No individual may be appointed if that person is an elected representative of the Whistler Municipal Council, Howe Sound School District No. 48, or the Squamish Lillooet Regional District.
- 4.9 All members are expected to:
 - a) Attend a minimum of 50% of meetings each year to maintain membership eligibility, unless otherwise approved by municipal Council.
 - b) Review distributed material before the meeting.
 - c) RSVP to the Committee Secretary whether or not they will attend the meeting.
- 4.10 Individuals missing three consecutive meetings without due cause will be asked to resign from the Committee.

5. PROCEDURES

5.1 All matters of order, privilege and procedure not provided for in this bylaw or the Community Charter or Council Procedure Bylaw #1659 are governed by Roberts' Rules of Order.

5.2 Chairperson

- a) The RLAC shall elect a Chairperson and an alternate from among its members by a majority silent vote of the Committee members at its first meeting in a new calendar year.
- b) The Chairperson and alternate shall be elected for a term of two years.
- c) Following the resignation or death of the Chairperson or alternate, the RLAC shall elect a successor to complete the term.
- d) The Chairperson shall be a full voting member of the RLAC.
- e) In the absence of the Chairperson the alternate shall act on his/her behalf.

5.3 Meeting Quorum

- a) Meeting quorum shall consist of four voting members.
- b) Recommendations of the RLAC shall be made by a majority of members in attendance at a meeting, and provided a quorum is present at that meeting.

5.4 Meetings

- a) The Committee shall convene once every two months during business hours.
 Time of day is to be decided by the majority of Committee members.
 Additional meetings may be scheduled as circumstances warrant.
- b) The Committee Secretary on request of the Chairperson or alternate may call a meeting of the Committee upon giving at least 48 hours notice to each member.
- c) Notice of meeting may be waived by the consent of a majority of the members of the Committee.
- d) All meetings of the RLAC are open to Members of Council, members of other Committees of Council, the general public, and those others as invited by the Chairperson as ex-officio members. All are without voting privileges.
- e) Periodically, or on an as need basis, the RLAC may meet with other Committees of Council to discuss topics relevant to both Committees.
- f) Meetings shall be held in Whistler.
- 5.5 Staff reports and presentations must be requested by Committee resolution
- All appointed members of the RLAC, with the exception of the appointed member of Council and General Mangers or designates, shall have voting privileges.
- 5.7 Formal minutes of the proceedings shall be prepared by the Committee Secretary and reviewed by the Chairperson, for accuracy only, prior to distribution.
- 5.8 Upon review by the Chairperson and once ratified by the Committee, the minutes shall be placed on a Council agenda for receipt by Council, circulated to relevant staff, and made available to the interested parties and the general public on request.

5.9 The Committee Secretary shall

- a) Be the General Manager of Resort Experience or the General Manager of Corporate and Community Services or his/her designate(s).
- b) Attend all Committee meetings;
- c) Oversee all Committee procedures;
- d) Prepare and forward to Council an administrative report regarding committee nominations.
- e) Inform new members of their appointment and forward orientation packages to them;
- f) Schedule regular Committee meetings throughout the year;
- g) Prepare and forward the agenda and accompanying information for each meeting;
- h) Schedule additional meetings and site visits as required;
- i) Prepare and distribute the minutes of all Committee meetings.

5.10 Conflict of Interest

- a) A Committee member who is involved in a topic under review by the Committee must declare his/her conflict and not take part in the discussion of the topic or vote on any question in respect of the topic;
- Must leave the meeting for the period of time during which the topic is under consideration; and
- c) Must not attempt in any way, whether before, during or after the meeting to influence the voting on any question in relation to the topic.

6. COMMITTEE REIMBURSEMENTS

- 6.1 All members of the Recreation and Leisure Advisory Committee shall serve without financial remuneration.
- 6.2 Members expenses will not be reimbursed unless pre approved by the Committee.

Committee Terms of Reference approved by Council 19th day November, 2013.

From: Vincent Massey [mailto:vincentmasseypottery@hotmail.com]

Sent: Tuesday, November 05, 2013 7:14 AM

To: Mayor's Office

Subject: Fwd: Bylaw policy for Art signs in Neighborhoods

Date: October 28, 2013

Dear Mayor and Council

Christmas season is coming very soon and I would greatly appreciate some clarification with regards to the signage Bylaws for home based businesses in Whistler.

I have been operating our pottery business in Alpine Meadows for 28 years and ran into a Bylaw roadblock last winter when I had our temporary signs out on the street in Alpine Meadows in order to attract business to our studio during the Christmas season. I received a call from the R.M.O.W. and were told to remove my signs. I wrote a letter in January voicing how disappointed I was with the R.M.O.W.'s Bylaw policy on signage within Whistler and the lack of support it provided for local artists/artisans with home based businesses.

I understand that the signage policy is in place in order to address the concern that if you allowed everybody who wanted to place a sign, the streets could become cluttered. What we are seeking is for the Bylaw to be amended in order to provide support for the home based businesses who I feel are an asset to the growing Whistler Arts scene.

The new cultural plan has outlined some of the roadblocks to local artists and has presented a plan to assist artists in Whistler, I can only hope that the R.M.O.W. implements some of these important changes in a timely manner. I applaud the forward thinking Cultural plan and look forward to it's implementation. I hope that this focus on the Whistler Arts & Cultural scene includes changes to Bylaws in order to provide support for local artists working out of their homes.

Sincerely Yours

VINCENT MASSEY B.A., M.B. 8605 Forest Ridge Dr., Whistler, B.C. V0N1B8 604-932-6455 vincentmasseypottery@hotmail.com www.vincentmasseypottery.com



Box 219, 1350 Aster Street, Pemberton, BC V0N 2L0 Ph. 604-894-6371, 800-298-7753 F: 604-894-6526 info@slrd.bc.ca www.slrd.bc.ca

October 30, 2013

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

Dear Mayor Wilhelm-Morden and Councillors:

Re: RMOW Recreation - Non-Resident Fee Registration for Programming

As you may know, recreation services in the Pemberton Valley are a joint function of the Village of Pemberton and Electoral Area C which is administered by the Pemberton Valley Utilities and Services (PVUS) Committee, a standing committee of the Regional District comprised of two members of the Village of Pemberton Council, the SLRD Area C Director, and the Area C Alternate Director.

As a result, the correspondence between the Village of Pemberton and the Resort Municipality of Whistler dated August 22, 2013 and October 4, 2013 respectively, regarding differential rate structures and sign-up procedures for RMOW recreation programs, was referred to the PVUS Committee.

At the October 22, 2013 PVUS Committee meeting it was resolved to revisit the meeting invitation from the Village of Pemberton to RMOW Mayor and Council regarding this matter. The PVUS Committee will be holding a joint meeting with its own Recreation Advisory Committee the evening of November 18, 2013 and extends an invitation to RMOW Mayor and Council to attend the meeting to discuss potential ways to improve recreation services and opportunities for all residents throughout the northern end of the Sea to Sky Corridor.

If you are able to send a delegation of elected officials to this meeting, please ask your staff to contact Jennifer Hanna, SLRD Executive Assistant to confirm attendance. The PVUS regular meeting will be held in the Squamish-Lillooet Regional District Boardroom on November 18, 2013, at 5:00 PM with the Recreation Advisory Committee joining the elected officials at 7:00 PM. Either time frame is available to accommodate RMOW elected officials.

Thank you for your consideration of this request.

Yours truly,

Mike Richman, Presiding Chair, on behalf of Pemberton Valley Utilities & Services Committee

c.c.: PVUS Committee

Lynda Flynn, SLRD CAO and Daniel Sailland, Village of Pemberton CAO

From: MCF Correspondence Management MCF:EX [MCF.CorrespondenceManagement@gov.bc.ca]

Sent: Monday, November 04, 2013 2:22 PM

To: info

Subject: Letter from the Honourable Stephanie Cadieux

VIA E-MAIL

November 1, 2013

Ref: 214114

Her Worship Mayor Nancy Wilhelm-Morden and Council Resort Municipality of Whistler

E-mail: info@whistler.ca

Dear Mayor Wilhelm-Morden and Council:

November has been proclaimed as Adoption Awareness Month in British Columbia. During Adoption Awareness Month, the Ministry of Children and Family Development seeks to increase people's awareness about the adoption of children in foster care. It is an opportunity to encourage those looking to build their family to consider adoption. Single people, married couples and non-traditional families, from diverse backgrounds and life experiences, can all become adoptive parents to a child needing a loving home. Potential adoptive parents are ordinary people, living in neighbourhoods across our province, including in your community.

Currently, over 1,000 children and youth in government care are waiting for a permanent family. Some are part of a sibling group, some have special needs, and some are teens. Each and every one of them deserves a family to belong to, a place to grow up, assistance and advice with the challenges of adulthood, and somewhere to come back to for support.

Adoption Awareness Month provides an opportunity to celebrate the many families created through adoption in the province and to highlight the difference that a loving, stable family can make in the life of a vulnerable child or youth.

The Ministry of Children and Family Development (MCFD) has created an information kit, including printable posters, fact sheets, and the Provincial Proclamation to help raise awareness of adoption in your community. To access this information and to find out more about adoption and the celebrations throughout the province, I encourage you to visit the MCFD Web site regularly throughout November at: http://www.mcf.gov.bc.ca/adoption/index.htm.

You can join in the celebrations and help raise awareness of adoption in a number of ways, for example, by creating an adoption display in your office, using a copy of the Provincial Proclamation and Adoption poster. As well, there will be a variety of displays and events celebrating our adoptive families in communities across British Columbia. The Adoptive Families Association of British Columbia's representative for your area can provide you with more information on these events, or about adoption in general. Contact information for the Adoptive Families Association and the four licensed adoption agencies in British Columbia can be accessed at the following Web site: http://www.mcf.gov.bc.ca/adoption/index.htm.

If you are interested in learning more about adoption, please contact the MCFD's Deputy Director of Adoptions for your community. A list of contacts for MCFD Service Delivery Areas can be found at the MCFD Web site: http://www.mcf.gov.bc.ca/adoption/index.htm.

On behalf of the MCFD, thank you for helping us raise awareness about adoption and the loving homes it creates for British Columbia's children and youth.

Sincerely,

ORIGINAL SIGNED BY

Stephanie Cadieux Minister of Children and Family Development **From:** Ruth Simons [mailto:ruth.simons@futureofhowesound.org]

Sent: Thursday, November 07, 2013 9:43 AM

To: Mayor's Office

Subject: Howe Sound Community Forum - Invitation to Council

Dear Mayor and Council,

On behalf of Director Moe Freitag of the SLRD, attached is the invitation to participate at the next Howe Sound Community Forum taking place January 14th.

The Forum is taking place in Britannia Beach and is being hosted by SLRD Director Maurice Freitag. I am assisting with invitations and logistics.

Please see the attached invitation for details.

Regards,

Ruth Simons,
Executive Director,
Future of Howe Sound Society
604 921-6564
www.futureofhowesound.org
www.facebook.com/futureofhowesound

Committed to the stewardship and conservation of Howe Sound for current and future generations.



Howe Sound Community Forum

Established in 2002

District of West Vancouver Village of Lions Bay

District of Squamish Resort Municipality of Whistler

Village of Pemberton Town of Gibsons

Bowen Island Municipality Gambier Island Local Trust

Sunshine Coast Regional District Metro Vancouver

Squamish Lillooet Regional District

Squamish First Nation

Invitation to Participate & Request for Agenda Items Howe Sound Community Forum January 14, 2014 10:00 – 2:00

Host Community: Britannia Beach
Director Maurice (Moe) Freitag, Electoral Area D, Squamish Lillooet Regional District

Town of Britannia is 33 km, 27 minutes north on Hwy 99 from Horseshoe Bay

Please confirm names of attendees and agenda requests to: <u>HoweSoundCommunityForum@gmail.com</u>

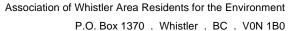
Topics:

Britannia Beach, Host Community
Howe Sound Management Planning – Next Steps
Community Updates - Emerging Issues

Invited Guest Speakers: MP John Weston, MLA Jordan Sturdy and MLA Nicholas Simons, Jeff Juthans, Land Resource Specialist, Ministry of Forests, Lands and Natural Resources

Director Moe Freitag: 604-849-0178 moe4slrd@hotmail.ca

To provide a forum for local governments, Regional Districts and First Nations discussion to maintain and enhance the economic, environmental, cultural and social well being of the Howe Sound for the benefit of present and future generations.







Dear Mayor, Council & CAO,

The Association of Whistler Area Residents for the Environment (AWARE) invites Mayor, Council and CAO to consider concerns we have relating to the area surrounding and encompassing the Millar and Alpha Creek wetlands. Specifically, we are concerned with the imminent proposal for rezoning to allow large-scale development on upland areas intrinsically linked to Whistler's largest remaining wetland ecosystem. We acknowledge that the Whistler International Campus (WIC) proposal would not seek to develop the wetlands themselves but concentrate development on the upland areas. However, these upland areas cannot be considered in isolation from the environmentally sensitive and complex wetland ecosystems, which they sustain.

For over 20 years the community and multiple councils have recognized the ecological importance of the Zen owned site, despite various proposals for development. With over 70 percent of Whistler's valley bottom wetlands now gone, it is even more vital to protect the ecology and biodiversity of this area. AWARE has continually maintained its position relating to this site: that both the wetland and upland areas should remain undeveloped (inclusive of the uplands now proposed for WIC). With an understanding that current zoning permits four single-family dwellings we respectfully request that Mayor and Council resist any further up-zoning of the land. There are a number of reasons for this position:

- The community has repeatedly recognized the importance of this site throughout the OCP and W2020 processes, with clear understanding that uplands and wetlands are symbiotic.
- The independent PAN process and municipal Terrestrial Ecosystem Mapping both recognize the importance of the site as the only intact wetland upland ecosystem of its magnitude remaining in the Whistler valley.
- The OCP is explicit in the commitment to limit development to the least environmentally sensitive lands within Whistler.
- Adopting a precautionary principle AWARE believes there is not adequate understanding of the
 ecology, species diversity and connectivity relating specifically to this site.
- The WIC proposal with nearly a million square feet of developed space, servicing 1400 students plus staff, would have a vastly increased environmental impact than four single-family homes.

To remain clear, AWARE is not against the concept of a university, should the community decide this is appropriate to Whistler. With regards to WIC the community has previously suggested alternative sites as well as alternate models utilizing existing infrastructure, either of which would negate impacts on the site currently proposed. The community has also seen developers shirk their commitments, (such as with the Bjorn Borg Resort), or use negotiations relating to environmental protection to increase property values (as illustrated by the Emerald Forest).

The Whistler Valley has already lost most of its wetland complexes (e.g. Nicklaus North Golf Course & subdivision, the Whistler Golf Course, areas of White Gold, Spruce Grove, Millar's Pond and Tapley's). This only increases our conviction that the site currently proposed for WIC is of ever-increasing ecological importance to Whistler and should not be considered a suitable candidate for any up-zoning.

We would like to request the opportunity to meet with Mayor and Council to discuss the suggested development of this site in more detail.

Yours Sincerely,

The AWARE President & Board of Directors