

**RESORT MUNICIPALITY OF WHISTLER**  
**2024 FEE FOR SERVICE - VALUE-IN-KIND APPLICATION**  
**The Association of Whistler Area Residents for the Environment (AWARE)**

**OVERVIEW**

In accordance with **Council Policy A-39 – Fee for Service (FFS Policy)** the Resort Municipality of Whistler (**RMOW**) under its Fee for Service (**FFS**) program can grant value-in-kind (**VIK**) benefits only to organizations that help ensure important programs, services, and functions are delivered to the benefit of the resort community.

AWARE is being considered for VIK benefit during 2024.

This VIK Benefits Application (**Application**) provides AWARE an opportunity to request VIK by indicating how VIK will help move the resort community towards Whistler’s Vision of being *a place where our community thrives, nature is protected and guests are inspired*.

The VIK requested will be considered in the context of Whistler’s Official Community Plan (**OCP**), and within the constraints of the municipal budget.

**OCP GOALS, OBJECTIVES, POLICIES**

The intent of the VIK program within the FFS Policy is to contribute to achieving certain OCP Goals and Objectives consistent with OCP Policies.

- The OCP landing page is here: [Whistler’s Vision and OCP | Resort Municipality of Whistler](#)
  - The option to download the OCP is below the photo at the top of the landing page.
- The OCP is 387 pages and 145 MB.
  - However, most initiatives will be guided by specific chapters and sub-chapters.

Your application must explain how the requested VIK will provide services intrinsic to the resort community in a manner consistent with the OCP.

Therefore, at a minimum, please review the following chapters to be reminded of the relevance of your services within the context of the OCP:

- Chapter 2: *Community Vision and Characteristics*
- Chapter 3: *Reconciliation* narrative, goals, objectives, and policies.
- Chapter 6: *Economic Viability* narrative, goals, objectives, and policies.
- Chapter 8: *Health, Safety, and Community Well-being* narrative, goals, objectives, and policies.
- Chapter 9: *Learning, Culture, Recreation* narrative, goals, objectives, and policies.

**SUBMISSION AND DEADLINE**

Please complete the form below, append documents requested in Section 4, and submit via e-mail to:

- Karen Elliott – RMOW General Manager of Community Engagement and Cultural Services;  
[kelliott@whistler.ca](mailto:kelliott@whistler.ca); and
- Jill Wynott – RMOW Administrative Assistant, Community Engagement and Cultural Services;  
[jwynott@whistler.ca](mailto:jwynott@whistler.ca)

The deadline for your application is November 1, 2023 at 5:00 PM Pacific. No late submissions will be accepted.

If you have any questions regarding the Application, please contact Karen Elliott by e-mail.

**1. NAME, MANDATE, COORDINATES:**

Legal Name of the Organization:	Association of Whistler Area Residents for the Environment (AWARE)
Mission   Mandate (one sentence):	AWARE works to build sustainable, climate resilient community and to safeguard biodiversity, habitat and wilderness values.
Number of Staff in the Organization:	2 Core + up to 20 seasonal hires
Society Registration Number:	892079443RR0001
Mailing Address:	PO Box 1370, Whistler, V0N1B0
Primary Contact Name:	Natalie Griffiths (Administrative Lead)
Primary Contact email:	info@awarewhistler.org
Primary Contact Phone:	n/a

**2. YOUR ORGANIZATION'S 2024 OPERATING COSTS:**

	Annual 2024 Forecast Operating Costs	2024 FFS VIK
Admin Wages & Benefits	10,000	N/A
Program Wages & Benefits	200,000	N/A
Rent, Utilities	N/A	926.25/mo
Equipment & Supplies	40,000	N/A
Advertising & Promotion		N/A
Capital Projects/Purchases		N/A
All Other Costs		N/A
<b>Total</b>	<b>\$250,000</b>	<b>\$11,115</b>

VIK = 4 % of total

**3. PURPOSE | COST-BENEFIT RATIONALE | IMPLICATIONS | KEY PERFORMANCE INDICATORS**

Please limit your responses to the word count indicated for each box below; the text boxes will expand.

**PURPOSE:** what services will be provided; how do those services align with the OCP? **Maximum 250 words.**

The RMOW VIK support provided to AWARE relates to provision of office and program supplies storage space.

The bulk of these storage needs relate to 3 programs AWARE delivers to serve community goals:

- Zero Waste Heroes supports events to reduce their waste footprints and maximise diversion. This program was created in 2013 in response to growing concern regarding event waste.

- GROW Whistler is the Community Greenhouse and Gardens program delivered across 4 locations and which has 400+ users. This program: adds vibrancy to municipal parks; builds belonging; cultivates health; reduces food-related packaging; transportation and greenhouse gas emissions; all while helping people grow organic, affordable food. AWARE adopted the program in 2017 as it was falling into disrepair and has since undertaken major repairs and added value initiatives (eg. Creating pollinator gardens, GROWing education sessions for gardeners and schools, etc)

- Whistler Nature Camp provides holiday day camps for those aged 6-12 to learn about Whistler's natural backyard. Pre-covid we hosted over 250 young learners per year. This program remains on hold (paused in covid and remained on hold) but we retain the extensive program supplies with the intention of returning the program in the future.

The Value in Kind support of office / storage space also allows AWARE to claim a secure office space and address which has allowed us to participate in Federal wage subsidy programs. This has enabled us to provide coop and intern positions to 14 young people over 3 years. These positions support delivery of our programs in Whistler while also providing new and invaluable learning opportunities for young people looking to gain work experience in the environmental sector.

**COST-BENEFIT RATIONALE:** why is your organization uniquely positioned to deliver those services; what unique benefits are achieved through delivery of those services by your organization? **Maximum 250 words.**

In 2013 AWARE moved from a volunteer to staffed model, and in 5 years grew from one staff person 2days/wk to a team of 22 in summer 2019. We have the network and knowledge to identify opportunities for improved outcomes relating to the environmental agenda, as well as being skilled in creating a case for support that allows us to secure and leverage funding from a variety of sources.

As Whistler's environmental charity people are often keen to partner / participate when we deliver programs relating to waste / climate / food / transportation / wildlife – a fact that has been recognized by members of municipal staff as part of the motivation for hiring us / partnering to deliver initiatives in the community on an ongoing basis.

The specific cost-benefits of AWARE's programs / services varies by program and don't directly correlate to the context of RMOW VIK space support.

**IMPLICATIONS:** if VIK was not available, how would your organization provide the services indicated above; what aspects of those services would be most significantly impacted? **Maximum 250 words.**

If VIK office / storage space support was not provided our ability to deliver the core programs listed in the purpose section would be either reduced or eliminated, thus reducing contributions to RMOW goals outlined in strategies relating to waste / climate / transportation / natural areas / community wellbeing and more.

**KEY PERFORMANCE INDICATORS:** if VIK is provided to your organization, what metrics will your organization track and report to highlight the outcomes or impacts of the VIK benefit? **Maximum 250 words.**

The provision of office and program supplies storage space supports a range of AWARE's independently and grant-funded community program offerings but does not lead to any additional results in terms of outcomes / impacts / metrics.

We would be happy to provide copies of AWARE's annual report to staff and council as a summary of the impact of AWARE's community programs.

4. **PLEASE APPEND:**

- 1) Current operating budget indicating all sources of revenue and expense.

- 2) Most recent Financial Statements (unaudited is acceptable).
- 3) Photos and narrative/captions that demonstrate the proposed services.
  - Please limit to a maximum of 8 photos + captions on a maximum of 2 pages.

5. **DOES YOUR ORGANIZATION HAVE ANY OUTSTANDING DEBTS TO THE RMOW?** No \_\_\_\_\_
- If YES, please indicate the amount of the debt outstanding: \$ \_\_\_\_\_

APPLICATIONS WILL BE EVALUATED USING THE FOLLOWING WEIGHTING:

- 40% for the extent to which the proposed services are intrinsic to Whistler and consistent with the OCP.
- 20% for the extent to which the applicant is uniquely positioned to deliver the services.
- 20% for the implications if VIK were not provided.
- 10% for Key Performance Indicators.
- 10% for thoroughness, accuracy, clarity.

Please read the five GENERAL TERMS below and sign the application only if you understand and accept the content of all five.

1. Any VIK provided will be used exclusively for the purpose(s) indicated in this Application.
2. This Application does not create a formal, legally binding relationship, and neither the Applicant nor the RMOW shall have the right to make any claims against the other with respect to this Application.
3. The RMOW will not take an active role in the operation of the applicant and will not accept responsibility for any liabilities resulting from the actions of the applicant.
4. These GENERAL TERMS are broadly applied to all FFS and VIK applicants and will be superseded by terms and conditions identified in a Service Agreement and/or a License to Occupy and/or an Operating Agreement between the RMOW and the applicant.
5. The RMOW may cancel or amend this Application process at any time without liability.

I agree to the terms above and confirm the statements made in this Application are true and complete.

Signature:  \_\_\_\_\_

Name: Claire Ruddy \_\_\_\_\_

Organization: The Association of Whistler Area Residents for the Environment

**AWARE Whistler**  
**Profit and Loss**  
December 2021 - November 2022

	<b>Total</b>
<b>INCOME</b>	
40000 Revenue from Donations	6,939.61
40100 Donations - Indiv / Small Bus.	1,803.68
40200 Donations - Corporate	5,809.48
<b>Total 40000 Revenue from Donations</b>	<b>\$ 14,552.77</b>
42000 Grants - Government	
42100 Grants - Federal Government	70,854.00
42300 Grants - Local Government	3,270.00
<b>Total 42000 Grants - Government</b>	<b>\$ 74,124.00</b>
43000 Grants - Non Government	
43200 Grants - Foundations / Trusts	92,825.00
<b>Total 43000 Grants - Non Government</b>	<b>\$ 92,825.00</b>
50000 Contract Services	
50100 Contract Services - Government	96,945.00
50200 Contract Services - Non Government	39,307.00
<b>Total 50000 Contract Services</b>	<b>\$ 136,252.00</b>
52000 Rev from Membership Dues	1,774.42
52100 Membership Dues - Individuals	140.00
52200 Membership Dues - Family	40.00
52300 Membership Dues - Corporate	100.00
52400 Membership Dues - Lifetime	600.00
<b>Total 52000 Rev from Membership Dues</b>	<b>\$ 2,654.42</b>
53000 Rev from Program Sales / Fees	
53100 Program Participation Fees	16,644.52
<b>Total 53000 Rev from Program Sales / Fees</b>	<b>\$ 16,644.52</b>
55000 Revenues from Other Sources	
55100 Gross Sales - Inventory	200.00
55500 Other Misc Revenues	250.00
<b>Total 55000 Revenues from Other Sources</b>	<b>\$ 450.00</b>
56000 Rev from Special Events	
56100 Special Events Income	523.00
56300 Spec Events Sales (non-gifts)	653.75
<b>Total 56000 Rev from Special Events</b>	<b>\$ 1,176.75</b>
Sales	212.50
<b>Total Income</b>	<b>\$ 338,891.96</b>
<b>COST OF GOODS SOLD</b>	
55200 Cost of Goods Sold	0.00
<b>Total Cost of Goods Sold</b>	<b>\$ 0.00</b>
<b>GROSS PROFIT</b>	<b>\$ 338,891.96</b>
<b>EXPENSES</b>	
60000 Professional Services	
60100 Specialists Services	6,731.72
60500 Honorariums	750.00

Total 60000 Professional Services	\$	7,481.72
61000 Contract Personnel		
61100 Contract - Short Term Personnel		3,675.00
Total 61000 Contract Personnel	\$	3,675.00
62000 Payroll Exp - Personnel		
62100 Payroll Staff Salaries		254,462.87
62150 Payroll - Service Fees		1,318.52
62200 Payroll Taxes		102.25
62300 CPP Contributions		10,829.51
62400 EI Contributions		5,013.93
62500 Health Benefits		2,066.74
62700 Worksafe		427.29
62800 Training / CPD		3,146.96
Total 62000 Payroll Exp - Personnel	\$	277,368.07
63000 Non-Personnel Expenses		30.00
63100 Supplies and Tools		56,962.17
63400 Postage / Shipping / Mailing Ex		256.00
63500 Printing & Copying		666.63
63600 Subscriptions / Reference Mat'l		6,017.61
63700 Service Fees		536.75
Total 63000 Non-Personnel Expenses	\$	64,469.16
64000 Facilities & Equipment Exp		65.00
64100 Facility / Venue Rental		171.25
64200 Facilities Equipment Rental		40.00
64300 Facilities / Venues Staff Costs		998.80
Total 64000 Facilities & Equipment Exp	\$	1,275.05
65000 Travel and Meetings Expense		
65100 Travel Expense		1,798.52
65300 Meetings Expenses		100.64
Total 65000 Travel and Meetings Expense	\$	1,899.16
66000 Other Expenses		
66100 Advertising		2,626.70
66300 Insurance (non EI / Property)		2,479.00
66500 Affiliations and Memberships		300.00
66600 Licenses, Fees, Participation		3,521.23
Total 66000 Other Expenses	\$	8,926.93
67000 Business Expense		
67200 Bank Charges		37.90
Total 67000 Business Expense	\$	37.90
Total Expenses	\$	365,132.99
PROFIT	-\$	26,241.03

**AWARE Whistler**  
**Balance Sheet**  
As of November 30, 2022

	<b>Total</b>
<b>Assets</b>	
<b>Current Assets</b>	
<b>Cash and Cash Equivalent</b>	
<b>10000 Bank Accounts</b>	
10100 Blueshore Chequing	41,537.15
10200 Blueshore Plan 24 Associations	21.98
10210 Membership Equity Sharea	24.17
10300 FLEXterm High Interest Savings	19,009.56
10305 PayPal Bank	667.70
10306 Square Bank	0.00
10400 Petty Cash	0.00
<b>Total 10000 Bank Accounts</b>	<b>\$ 61,260.56</b>
<b>12000 Other Current Assets</b>	0.00
<b>Total Cash and Cash Equivalent</b>	<b>\$ 61,260.56</b>
<b>Accounts Receivable (A/R)</b>	
11000 Accounts Receivable	84,582.00
11100 Accounts Receivable	1,519.64
11200 Grants Receivable	800.00
13000* Pledges Receivables*	0.00
<b>Total 11000 Accounts Receivable</b>	<b>\$ 86,901.64</b>
<b>Total Accounts Receivable (A/R)</b>	<b>\$ 86,901.64</b>
<b>Inventory Asset</b>	0.00
<b>Total Current Assets</b>	<b>\$ 148,162.20</b>
<b>Total Assets</b>	<b>\$ 148,162.20</b>
<b>Liabilities and Equity</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
21000 Accrued Liabilities	
21100 Accrued Payroll	0.00
21200 Accrued Vacation	50.80
21500 GST/HST Payable	-11,221.27
21600 PST Payable (BC)	71.71
21700 Other Liabilities	60,000.00
<b>Total 21000 Accrued Liabilities</b>	<b>\$ 48,901.24</b>
<b>Total Current Liabilities</b>	<b>\$ 48,901.24</b>
<b>Total Liabilities</b>	<b>\$ 48,901.24</b>
<b>Equity</b>	
30100 Opening Balance Equity	53,065.81
Retained Earnings	72,436.18
Profit for the year	-26,241.03
<b>Total Equity</b>	<b>\$ 99,260.96</b>
<b>Total Liabilities and Equity</b>	<b>\$ 148,162.20</b>