



## Whistler Village Construction Management Strategy

**Purpose:** To mitigate the impacts of construction activity on the Whistler Village resort experience and on Village businesses and property owners.

### **Objectives:**

1. Develop a coordinated approach to construction management that positively supports the Whistler Village enhancement effort.
2. Establish a communication program whereby interested parties may be informed regarding Whistler Village development projects from initial application through completion of construction.
3. Establish construction site management requirements that provide for: personal safety; visual and physical access to on-site and adjacent businesses; clean and aesthetic site conditions; and minimization of construction-related disturbances and nuisances.
4. Establish project schedules for construction activities that minimize impacts on visitors and expedite project completion.

### **Objective 1: Coordinated Approach**

- Develop a name for the program, e.g., “A Whistler Village Enhancement Project”.
- Establish the necessary Municipal policies to implement the construction management strategy including changes to Development Procedures.
- Require all Village development projects to adhere to the Construction Management Strategy.
- Establish the Municipal Village Construction Task Force comprised of the Building Department Manager, the Parks Department Village Maintenance Supervisor, and the Planning Department Village Enhancement Program Manager, to develop and maintain the Construction Management Strategy. Appoint five private sector representatives to the Task Force including a building owner representative, two business owner representatives, a contractor/site superintendent representative and an architect/landscape architect representative.

### **Objective 2: Communication Program**

#### *A. Overall Program Coordination*

- Utilize the Internet and e-mail as a primary tool for communication.
- Establish the Municipal website at <http://www.whistler.ca> as the primary reference point for information regarding proposed developments and developments that are under construction. Under “Municipal Hall” create a “Village Enhancement” call-out box that contains an Adobe Acrobat File that is updated bi-weekly. This file will provide an overview of the Village Enhancement program, a composite map showing the location of all active development projects and information on each active project. A list of completed projects and current Municipal enhancement program initiatives will also be included. For each active project provide: brief project description; project status; overall project schedule; two week construction schedule; and project contacts.
  - Project description will include project location, major elements of the proposed development, enhancement benefits, and project timing.

- Project status will relate to both the approval process and construction schedule, e.g., include proposed Advisory Design Panel meeting dates and stage of review, Council meeting date, percent complete and anticipated completion date of construction.
  - The overall project schedule will provide a general description of activities by month.
  - The bi-weekly construction schedule will provide more detailed descriptions of daily activities and will rate the activities as to low, medium and high impact activities based on noise, traffic, disruption of services, etc.
  - The project contact list will provide telephone and e-mail contact information for the project representative and Municipal staff representatives.
- Maintain a comprehensive project contact database including telephone numbers and e-mail addresses for the owner representative, project architect, project landscape architect and project general contractor.
  - Conduct monthly Village Construction Task Force meetings to discuss projects, timing and issues.

*B. Project Review and Approval Process Phase*

- Require that a notice of development permit application be distributed to all strata unit owners, tenants and businesses located within the subject property at the time of application. (New requirement).
- Require posting of a public information sign(s) on the subject property describing the proposed development. (Currently required).
- Require that a public open house be conducted for all major projects (i.e., projects that require Council approval) with owner representative, project design team and Municipal staff to describe project at conceptual stage of design development. (New requirement).

*C. Construction Phase*

- Require a pre-construction meeting to be held with adjacent businesses, the project representatives and Municipal staff representatives to discuss project scheduling and construction site management plan.
- Require submittal of bi-weekly project updates from project representative for Municipal web-site update and distribution to Village Construction Task Force.
- Require distribution of bi-weekly updates from project representative to all interested parties by e-mail.
- Require bi-weekly construction coordination meetings with Building Department Manager, Village Maintenance Supervisor and the project construction managers to coordinate work, equipment delivery and removal and material delivery and waste removal.

**Objective 3: Construction Site Management**

- Require a construction staging/hoarding/detour plan that minimizes disruption to pedestrian and vehicular circulation and services in the area and to the overall guest experience in Whistler Village, to be approved by Municipal staff. This shall address:

- Location of construction office (seek to locate within existing development, restrict use of temporary trailers)
- Location of fire lane and emergency services access
- Extent of fencing and screening by phase
- Pedestrian and vehicular access by phase
- Location of project information signage and signage program for businesses within the development as well as affected adjacent businesses
- Location of storage areas and type of materials to be stored
- Location of garbage/waste/recycling containers
- Provisions for contractor/construction worker parking
- Require installation of a large site sign (4X8 feet) that provides a coloured rendering of the finished project; project contact information; the overall and bi-weekly project construction schedules; and identifies the project as a “Village Enhancement Project” (See example - Schedule A).
- Require that the project owner install and pay for temporary business identification signage as necessary to give the businesses continued visibility. This may be on painted plywood.
- Require construction hoarding to be installed, typically painted plywood, with an approved colour scheme and trim detail. Provide openings for construction viewing. Mod-u-loc fencing may also be appropriate for certain sites upon Municipal approval.
- Where scaffolding is used above the ground level require screened mesh wrap around all scaffolding to control dust and improve aesthetics.
- Support application of large-scale images on screening that promote Whistler themes and events (images from local photographers and artists).
- Restrict storage and equipment areas to locations away from pedestrian stroll areas and support off-site locations for project equipment and material staging.
- Require “Good Neighbour Agreement” to be entered into by the project owner and project construction manager. This agreement will include a commitment to continually monitor activities to minimize disruption to the resort experience, e.g., minimize blockage of pedestrian flow, views to adjacent businesses, parking of contractor vehicles, scheduling of activities to minimize visitor disruption, etc. It will also include a commitment to be responsive to the recommendations of the Village Construction Task Force to address issues that may arise during construction.

#### **Objective 4: Construction Scheduling**

- Adhere to the summer construction moratorium for smaller scale projects that may be completed in the spring or fall shoulder seasons.
- Adhere to Noise Control Bylaw No. 1660 as amended from time to time for hours of construction, i.e., 8:00 a.m. to 8:00 p.m. Any temporary exceptions will be subject to Municipal approval and notification to affected businesses and property owners.
- Require larger scale projects to phase construction to minimize disruption to pedestrian stroll areas during the peak summer season and during major events.
- Require scheduling of higher impact activities to time periods that minimize disruption to visitors and patrons.

Schedule A  
Village Enhancement Project Sign

## XX Whistler Hotel Improvements

**Proposed Project:**

Exterior and Interior  
Renovations & Additions

**Construction Dates:**

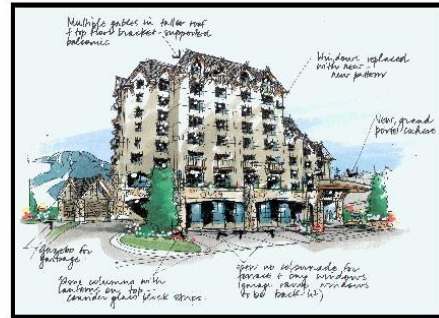
May 1, 2003 to Dec. 19, 2003

**Principal Contractor:**

XX Construction Corporation

**Contact Information:**

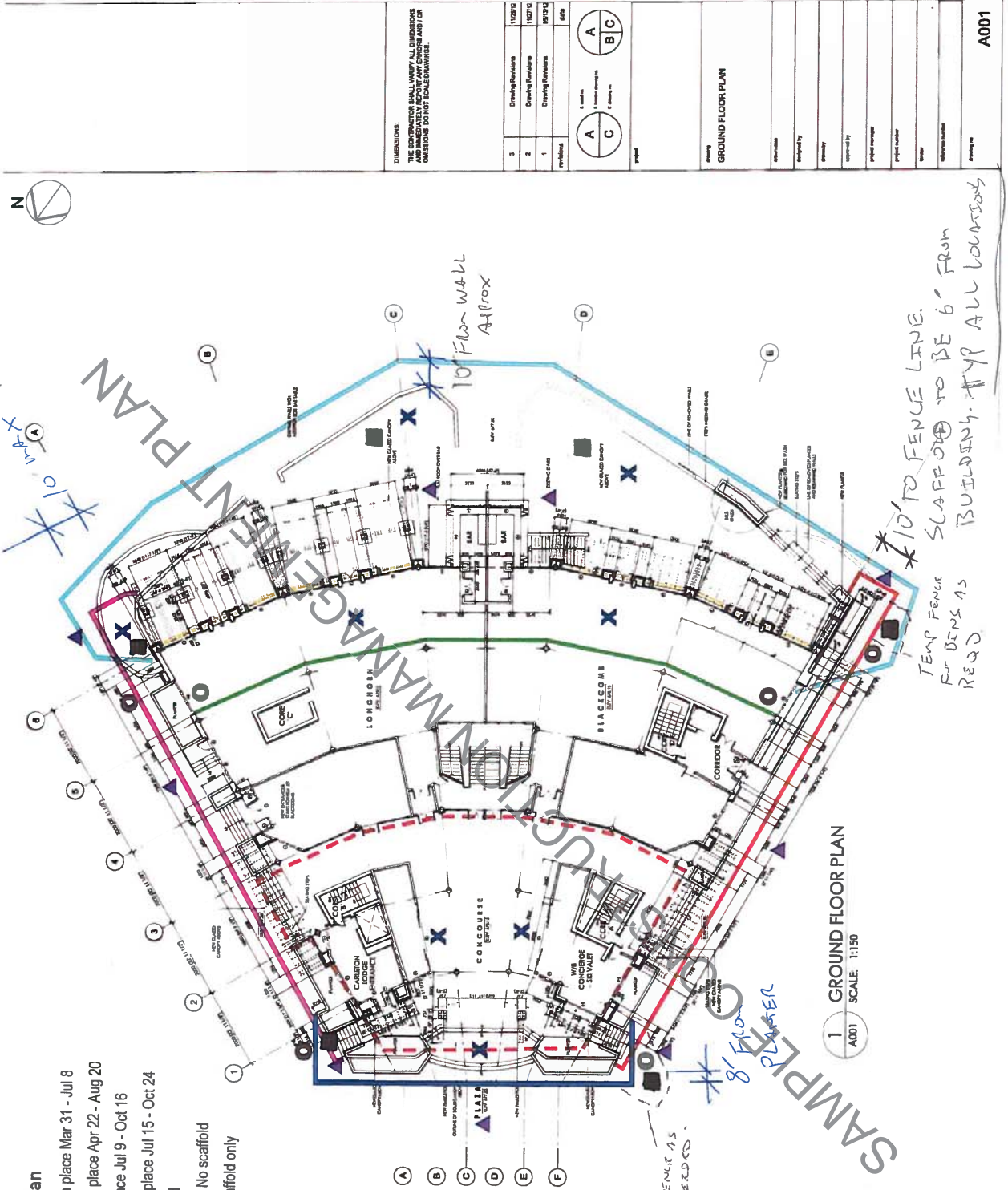
[Name] [Phone Number]



### Construction Zones Site Plan

- Area of Work Mar 31 - Aug 29. Scaffold in place Mar 31 - Jul 8
- Area of Work Apr 22 - Sep 12. Scaffold in place Apr 22 - Aug 20
- Area of Work Jul 9 - Nov 5. Scaffold in place Jul 9 - Oct 16
- Area of Work May 9 - Nov 21. Scaffold in place Jul 15 - Oct 24
- Area of Work Apr 22 - Sep 19. No scaffold
- Area of Work Apr 22 - Jun 30; Sep 1 - 19. No scaffold
- Area of Work Aug 18 - Nov 14. Mobile scaffold only

- Staging Areas
- Stairwell Locations
- Access / Egress Point
- Garbage Bins



1 GROUND FLOOR PLAN  
A001 SCALE 1:150

A001

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Contact Details)

File No. \_\_\_\_\_

Date \_\_\_\_\_

Resort Municipality of Whistler  
4325 Blackcomb Way  
Whistler BC V0N 1B4

Attention: Planning Dept.

Dear Sirs:

**Re: Good Neighbour Agreement** \_\_\_\_\_  
(project name and address)

This letter confirms the commitment of \_\_\_\_\_  
(name of project owner and or construction project manager)

to ensure that construction activities are continually monitored to minimize disruption to the Whistler resort experience.

Every effort will be made to:

- Minimize any interruption to pedestrian flow.
- Maintain public view and access of the adjacent businesses.
- Control parking of contractor vehicles.
- Schedule construction activities to minimize visitor disruptions.
- Respond to recommendations of the Village Construction Task Force regarding construction issues.

Signed:

\_\_\_\_\_  
Name, Title

\_\_\_\_\_  
Name, Title