



REGULAR MEETING OF MUNICIPAL COUNCIL
AGENDA

Tuesday, July 8, 2025, 5:30 p.m.

Franz Wilhelmsen Theatre at Maury Young Arts Centre
4335 Blackcomb Way, Whistler, BC V8E 0X5

1. CALL TO ORDER

2. LAND ACKNOWLEDGEMENT

The Resort Municipality of Whistler is grateful to be on the shared, unceded territory of the Lílwat People, known in their language as Lilwat7úl, and the Squamish People, known in their language as Skwxwú7mesh. We respect and commit to a deep consideration of their history, culture, stewardship and voice.

3. ADOPTION OF AGENDA

That Council adopt the Regular Council Meeting agenda of July 8, 2025.

4. ADOPTION OF MINUTES

That Council adopt the Regular Council Meeting minutes of June 24, 2025.

5. PRESENTATIONS

5.1 Resort Municipality of Whistler's 50th Anniversary Celebration Final Plan

A presentation by municipal staff regarding the Resort Municipality of Whistler's 50th Anniversary Celebration.

6. PUBLIC COMMENT AND QUESTION PERIOD

7. MAYOR'S REPORT

8. CONSIDERATION OF THE COMMITTEE OF THE WHOLE RECOMMENDATION

8.1 Recreation Trails Strategy

That Council endorse the Recreation Trails Strategy, attached as Appendix A to COTW Report No. W25-009 (link).

9. ADMINISTRATIVE REPORTS

9.1 Whistler Municipal Heliport Bylaw No. 2490, 2025 Report No. 25-056 File No. 3900-20-2490

A presentation by municipal staff.

That Council consider giving first, second and third readings to "Whistler Municipal Heliport Bylaw No. 2490, 2025".

9.2 Whistler Public Safety Building Renovation - Contract Award Report No. 25-057 File No. 5330-02-1013

A presentation by municipal staff.

That Council award the contract for the Whistler Public Safety Building contract award renovation in the amount of \$3,375,234.04 (exclusive of GST) to Dawn Construction Ltd, in accordance with their tender dated June 18, 2025 and the JDa Architectural tender recommendation letter attached as Appendix A to Administrative Report No. 25-057.

9.3 Building Regulation Bylaw No. 2482, 2025 and Building Permit Fees and Charges Bylaw No. 2483, 2025 Report No. 25-058 File No. 3900-20-2482/2483

No presentation.

That Council consider giving first, second and third readings to “Building Regulation Bylaw No. 2482, 2025”; and

That Council consider giving first, second and third readings to “Building Permit Fees and Charges Bylaw No. 2483, 2025”.

9.4 Cemetery Management Amendment Bylaw (Misc Fees and Plot Updates) No. 2484, 2025 Report No. 25-059 File No. 3900-20-2484

No presentation.

That Council consider giving first, second and third readings to “Cemetery Management Amendment Bylaw (Misc Fees and Plot Updates) No. 2484, 2025”.

10. MINUTES OF COMMITTEES

10.1 Advisory Design Panel

That Council receive the Regular Meeting minutes of the Advisory Design Panel of March 26, 2025.

11. BYLAWS FOR FIRST, SECOND AND THIRD READINGS

11.1 Whistler Municipal Heliport Bylaw No. 2490, 2025

That Council give "Whistler Municipal Heliport Bylaw No. 2490, 2025" first, second and third readings.

11.2 Building Regulation Bylaw No. 2482, 2025

That Council give "Building Regulation Bylaw No. 2482, 2025" first, second and third readings.

11.3 Building Permit Fees and Charges Bylaw No. 2483, 2025

That Council give "Building Permit Fees and Charges Bylaw No. 2483, 2025" first, second and third readings.

11.4 Cemetery Management Amendment Bylaw (Misc Fees and Plot Updates) No. 2484, 2025

That Council give "Cemetery Management Amendment Bylaw (Misc Fees and Plot Updates) No. 2484, 2025" first, second and third readings.

12. OTHER BUSINESS

13. CORRESPONDENCE

13.1 Safety Concerns Regarding Bicycle Use in Whistler Village File No. 3009

Correspondence from D. Mogensen regarding bicycle use in Whistler Village.

13.2 Support for the Zero Waste Action Plan's Implementation File No. 3009

Correspondence from M. Sober, A. Beech, and M. Kertesz regarding support for the Zero Waste Action Plan's implementation.

13.3 Support for the Environmental Protection Bylaw No. 2426, 2025 and Tree Protection Bylaw No. 2435, 2025 No. 3009

Correspondence from A. Beech, S. Dunzlow, M. Baker, and S. Maxwell regarding support for the "Environmental Protection Bylaw No. 2426, 2025" and "Tree Protection Bylaw No. 2435, 2025".

13.4 Tree Protection Bylaw No. 2435, 2025 Subject File No. 3009

Correspondence from E. Callender regarding the "Tree Protection Bylaw No. 2435, 2025".

13.5 Concerns about Spruce Budworm in Whistler File No. 3009

Correspondence from A. Mueller regarding concerns about the spruce budworm in Whistler.

13.6 Light-up and Proclamation Requests

a. Eczema Awareness Month No. 3009.1

Correspondence from H. Lawton, requesting the Fitzsimmons Covered Bridge be lit blue on November 18, 2025, in support of Eczema Awareness Month.

b. World Mitochondrial Disease Awareness Week File No. 3009.1

Correspondence from E. Ing, requesting the Fitzsimmons Covered Bridge be lit green on September 20, 2025, in support of World Mitochondrial Disease Awareness week.

14. TERMINATION

That Council terminate the Regular Council Meeting of July 8, 2025.



**REGULAR MEETING OF MUNICIPAL COUNCIL
RESORT MUNICIPALITY OF WHISTLER
MINUTES**

Tuesday, June 24, 2025, 5:00 p.m.
Franz Wilhelmsen Theatre at Maury Young Arts Centre
4335 Blackcomb Way, Whistler, BC V8E 0X5

PRESENT: Mayor J. Crompton
Councillor A. De Jong
Councillor J. Ford
Councillor R. Forsyth
Councillor C. Jewett
Councillor J. Morden
Councillor J. Murl

STAFF PRESENT: Chief Administrative Officer, V. Cullen
General Manager of Infrastructure Services, J. Hallisey
General Manager of Climate Action, Planning and Development
Services, D. Mikkelsen
General Manager of Community Engagement and Cultural Services,
K. Elliott
Acting General Manager of Corporate Services and Public Safety/
Chief Financial Officer, C. Price
Manager of Legislative Services/ Corporate Officer, P. Lysaght
Manager of Climate and Environment, L. Burhenne
Senior Communications Officer, B. Barrett
Transportation Demand Management Coordinator, E. Dal Santo
Environmental Coordinator, T. Symko
Council Coordinator, P. Mendieta

1. CALL TO ORDER

Mayor J. Crompton called the Meeting to Order.

2. LAND ACKNOWLEDGEMENT

Mayor J. Crompton recognized the Resort Municipality of Whistler is grateful to be on the shared, unceded territory of the Lílwat People, known in their language as Lilwat7úl, and the Squamish People, known in their language as Skwxwú7mesh. We respect and commit to a deep consideration of their history, culture, stewardship and voice.

3. ADOPTION OF AGENDA

Moved By Councillor R. Forsyth

Seconded By Councillor A. De Jong

That Council adopt the Regular Council Meeting agenda of June 24, 2025, as amended to include the late correspondence package circulated on June 24, 2025.

CARRIED

4. ADOPTION OF MINUTES

Moved By Councillor J. Morden

Seconded By Councillor J. Murl

That Council adopt the Regular Council Meeting minutes of June 10, 2025.

CARRIED

5. PUBLIC COMMENT AND QUESTION PERIOD

H. Stippler, from Whistler and on behalf of the BC Landscape and Nursery Association, addressed Council regarding the "Environmental Protection Bylaw No. 2426, 2025" and the "Tree Protection Bylaw No. 2435, 2025".

The following individuals addressed Council regarding the "Tree Protection Bylaw No. 2435, 2025":

- *C. Doak, from Whistler;*
- *K. Schreyer, from Whistler and the owner of Schreyer Construction and the Director of the Home Builders Association;*
- *J. Rasmussen, from Whistler and the President of the Association of Whistler Area Residents for the Environment (AWARE); and*
- *C. Ruddy, from Whistler and on behalf of AWARE.*

6. MAYOR'S REPORT

Mayor and Council provided an update on activities happening within the community.

Mayor J. Crompton called for a recess at 5:57 p.m.

Mayor J. Crompton called the Meeting back to order at 6:01 p.m.

7. CONSIDERATION OF COMMITTEE OF THE WHOLE RECOMMENDATIONS

7.1 Development Finance (Works and Services Charges) Program Update and Council Policy: G-31: Development Finance (Works and Services Charges)

Mayor J. Crompton called for a recess at 6:02 p.m.

Mayor J. Crompton called the Meeting back to order at 6:04 p.m.

Moved By Councillor J. Murl

Seconded By Councillor C. Jewett

That Council endorse the Committee of the Whole (COTW) recommendation and direct staff to proceed with updating the Resort Municipality of Whistler's Development Finance (Works and Services Charges) bylaws (Bylaws) and the associated community engagement activities as outlined in [COTW Report No. W25-007 \(link\)](#); and

That Council endorse the Committee of the Whole (COTW) recommendation and direct staff to prepare new Bylaws and return for further consideration at a future Regular Council Meeting.

CARRIED

Moved By Councillor J. Morden

Seconded By Councillor R. Forsyth

Motion to Defer:

That Council defer the Committee of the Whole (COTW) recommendation to endorse *Council Policy G-31: Development Finance (Works and Services Charges)* to be considered later in the Meeting under Agenda Item 8.4.

CARRIED

7.2 Once Through Water Usage Amendment Bylaw (Cooling Equipment Practices) No. 2471, 2025

Moved By Councillor C. Jewett

Seconded By Councillor J. Murl

That Council endorse the Committee of the Whole (COTW) recommendation to present the "Once Through Water Usage Amendment Bylaw (Cooling Equipment Practices) No. 2471, 2025" (Amendment Bylaw) in a form substantially similar to the bylaw attached as Appendix A to [COTW Report No. W25-008 \(link\)](#); and

That Council endorse the COTW recommendation to direct staff to initiate engagement with local businesses most affected by the Amendment Bylaw, as described in COTW Report No. W25-008.

CARRIED

8. ADMINISTRATIVE REPORTS

8.1 2025 Corporate Plan and 2024 Annual Report - Including Audited 2024 Financial Statements Report No. 25-051 File No. 1880-20-2024/25

Moved By Councillor C. Jewett

Seconded By Councillor R. Forsyth

That Council receive and consider the Resort Municipality of Whistler's 2025 Corporate Plan and 2024 Annual Report, including the audited 2024 consolidated financial statements, attached as Appendix A to Administrative Report No. 25-051, including any submissions or comments received from the public.

CARRIED

8.2 2024 Statement of Financial Information Report No. 25-052 File No. 1880-20-2024

Moved By Councillor R. Forsyth

Seconded By Councillor A. De Jong

That Council approve the 2024 Statement of Financial Information attached as Appendix A to Administrative Report No. 25-052.

CARRIED

8.3 2025 Whistler Transit System Fare Review Report No. 25-053 File No. 0620-20

Moved By Councillor R. Forsyth

Seconded By Councillor J. Ford

That Council receive the Whistler Transit System (WTS) Fare Review Report 2025 (Fare Review Report) attached as Appendix A to Administrative Report No. 25-053; and

That Council endorse the new WTS fares (Fares) as set out in Table 3 in Administrative Report No. 25-053 and direct staff to include these Fares in the 2025/26 BC Transit and Resort Municipality of Whistler Annual Operating Agreement, to reflect the Fares prior to implementation; and further

That Council direct staff to work with BC Transit to explore developing a Umo ProPASS, Umo EcoPASS, and a Umo Pemberton-Whistler Multi-System Pass and return to a future Regular Council Meeting for consideration.

CARRIED

OPPOSED: (1): Councillor J. Morden

8.4 Development Finance (Works and Services Charges) Program Update and Council Policy G-31: Development Finance (Works and Services Charges) Report No. 25-054 File No. 03

Moved By Councillor J. Murl

Seconded By Councillor R. Forsyth

Adoption of recommendation from Committee of the Whole:

That Council endorse *Council Policy G-31: Development Finance (Works and Services Charges)*.

CARRIED

8.5 Whistler 2020 Development Corp – 2025 Annual Filing Report No. 25-055 File No. 0500-02-0006

Moved By Councillor J. Murl

Seconded By Councillor R. Forsyth

That Council of the Resort Municipality of Whistler (RMOW) in open meeting assembled, hereby resolve that the RMOW, as the sole shareholder of Whistler 2020 Development Corp., pass the Shareholder's Resolution attached as Appendix A to Administrative Report No. 25-055, and that the Shareholder's Resolutions be executed by the corporate signatories on behalf of the RMOW.

CARRIED

9. MINUTES OF COMMITTEES

9.1 Accessibility and Inclusion Select Committee

Moved By Councillor J. Morden

Seconded By Councillor J. Murl

That Council receive the Regular Meeting minutes of the Accessibility and Inclusion Select Committee of February 5, 2025.

CARRIED

9.2 Audit and Finance Standing Committee

Moved By Councillor R. Forsyth

Seconded By Councillor J. Murl

That Council receive the Regular Meeting minutes of the Audit and Finance Standing Committee of December 5, 2024.

CARRIED

10. BYLAWS FOR ADOPTION

10.1 Tree Protection Bylaw No. 2435, 2025

Mayor J. Crompton called for a recess at 7:28 p.m.

Major J. Crompton called the Meeting back to order at 7:32 p.m.

Moved By Councillor R. Forsyth

Seconded By Councillor A. De Jong

That Council defer consideration of adoption of the “Tree Protection Bylaw No. 2435, 2025” to the July 22, 2025 Regular Council Meeting and direct staff to consult with the stakeholders from the Canadian Home Builders Association of British Columbia, the Advisory Design Panel and the BC Landscape and Nursery Association and return to a future Regular Council Meeting with any recommendations.

DEFEATED

OPPOSED: (5): Mayor J. Crompton, Councillor J. Ford, Councillor C. Jewett, Councillor J. Morden, and Councillor J. Murl

Moved By Councillor J. Murl

Seconded By Councillor J. Ford

That Council adopt the "Tree Protection Bylaw No. 2435, 2025"; and

That Council direct staff to monitor the implementation and enforcement of the “Tree Protection Bylaw No. 2435, 2025” for 12 months and return to a future Regular Council Meeting to provide an update to Council.

CARRIED

Amendment:

Moved By Councillor C. Jewett

Seconded By Councillor J. Murl

That Council reduce the amount of time for staff to report back to Council from 18 to 12 months.

CARRIED

10.2 Environmental Protection Bylaw No. 2426, 2025

Moved By Councillor J. Ford

Seconded By Councillor C. Jewett

That Council adopt “Environmental Protection Bylaw No. 2426, 2025”.

CARRIED

10.3 Solid Waste Bylaw No. 2469, 2025

Moved By Councillor J. Murl

Seconded By Councillor C. Jewett

That Council adopt “Solid Waste Bylaw No. 2469, 2025”.

CARRIED

10.4 Bylaw Notice Enforcement Amendment Bylaw (Environmental, Tree Protection and Solid Waste Penalties Update) No. 2477, 2025

That Council adopt “Bylaw Notice Enforcement Amendment Bylaw (Environmental, Tree Protection and Solid Waste Penalties Update) No. 2477, 2025”.

CARRIED

10.5 Parks and Recreation Fees and Charges Regulation Amendment Bylaw (Updated Fees and Charges) No. 2485, 2025

Moved By Councillor J. Murl

Seconded By Councillor C. Jewett

That Council adopt “Parks and Recreation Fees and Charges Regulation Amendment Bylaw (Updated Fees and Charges) No. 2485, 2025”.

CARRIED

11. OTHER BUSINESS

11.1 Union of BC Municipalities Community Excellence Award

Moved By Councillor J. Murl

Seconded By Councillor C. Jewett

That Council endorse an application to the Union of B.C. Municipalities Community Excellence Awards under the *Excellence in Service Delivery* category for the Resort Municipality of Whistler’s *Website Redesign for an Improved User Experience Project* as described in the attachment to Agenda Item 11.1.

CARRIED

12. CORRESPONDENCE

12.1 Invitation to a Collective Movement to Include BC Rural Resource Communities in Provincial Economic Decision-Making File No. 3009

Moved By Councillor J. Murl

Seconded By Councillor R. Forsyth

That Council receive correspondence from K. Dahl, Mayor for the City of Campbell River, inviting municipalities to a collective movement to include BC rural resource communities in economic decisions by the provincial government.

CARRIED

12.2 Funding for Public Education File No. 3009

Moved By Councillor C. Jewett

Seconded By Councillor J. Murl

That Council receive correspondence from D. Lepsoe, Mayor for the Village of Chase, advocating for an increase in funding for public education throughout British Columbia.

CARRIED

12.3 Support for the Environmental Protection Bylaw No. 2426, 2025 and Tree Protection Bylaw No. 2435, 2025 File No. 3009

Moved By Councillor R. Forsyth

Seconded By Councillor A. De Jong

That Council receive correspondence in support of the "Environmental Protection Bylaw No. 2426, 2025" and the "Tree Protection Bylaw No. 2435, 2025" and refer it to staff.

CARRIED

12.4 Union of BC Municipalities - Modernization to the Municipal Wastewater Regulation and Sewerage System in British Columbia File No. 3009

Moved By Councillor J. Morden

Seconded By Councillor C. Jewett

That Council receive correspondence from K. Austin requesting support to their Union of BC Municipalities resolution to modernize the Municipal Wastewater Regulation and Sewerage System Regulation.

CARRIED

12.5 Request for Garbage Bins at the Cheakamus Crossing Bus Stop File No. 3009

Moved By Councillor R. Forsyth

Seconded By Councillor C. Jewett

That Council receive correspondence from F. Moldovan regarding the need for garbage bins at a Cheakamus Crossing Bus Stop and refer it to staff.

CARRIED

12.6 Concern for Taxis Idling in the Whistler Conference Centre Taxi Loop File No. 3009

Moved By Councillor A. De Jong

Seconded By Councillor R. Forsyth

That Council receive correspondence from G. Andrichuk regarding concerns about taxis idling in the Whistler Conference Centre taxi loop and refer it to staff.

CARRIED

13. LATE CORRESPONDENCE

13.1 Tree Protection Bylaw No. 2435, 2025 File No. 3009

Moved By Councillor C. Jewett

Seconded By Councillor J. Ford

That Council receive late correspondence requesting to postpone the adoption of the "Tree Protection Bylaw No. 2435, 2025".

CARRIED

13.2 Solid Waste Bylaw No. 2469, 2025 File No. 3009

Moved By Councillor C. Jewett

Seconded By Councillor J. Murl

That Council receive late correspondence in support of the "Solid Waste Bylaw No. 2469, 2025".

CARRIED

13.3 Support for the Environmental Protection Bylaw No. 2426, 2025 and Tree Protection Bylaw No. 2435, 2025 File No. 3009

Moved By Councillor R. Forsyth

Seconded By Councillor A. De Jong

That Council receive the late correspondence regarding support for the "Environmental Protection Bylaw No. 2426, 2025 and "Tree Protection Bylaw No. 2435, 2025".

CARRIED

14. TERMINATION

Moved By Councillor J. Ford

Seconded By Councillor J. Murl

That Council terminate the Regular Council Meeting of June 24, 2025, at 8:10 p.m.

CARRIED

Mayor, J. Crompton

Corporate Officer, P. Lysaght

DRAFT

**RESORT MUNICIPALITY OF WHISTLER**

4325 Blackcomb Way
Whistler, BC Canada V8E 0X5
whistler.ca

TEL 604 932 5535
TF 1 866 932 5535
FAX 604 935 8109

STAFF REPORT TO COUNCIL

PRESENTED: July 8, 2025
FROM: Infrastructure Services
SUBJECT: WHISTLER MUNICIPAL HELIPORT BYLAW NO. 2490, 2025

REPORT: 25-056
FILE: 3900-20-2490

RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

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

RECOMMENDATION

That Council consider giving first, second and third readings to “Whistler Municipal Heliport Bylaw No. 2490, 2025”.

PURPOSE OF REPORT

The purpose of this report is to present the “Whistler Municipal Heliport Bylaw No. 2490, 2025” (Bylaw) for Council’s consideration of first three readings. The Bylaw proposes to enable a stronger cost-recovery and streamlined management of the Whistler Municipal Heliport (Heliport) operations. The report also serves to inform Council and the public about recent developments at the Heliport, summarizing its history and noting that, after 30 years under Whistler Heliport Society (WHS) oversight, the Resort Municipality of Whistler (RMOW) has resumed management of the facility.

☐ Information Report ☒ Administrative Report (Decision or Direction)

DISCUSSION

Background

The current Heliport arose from a rapid increase in helicopter traffic in the mid-1980s. Several informal landing spots emerged throughout Whistler, with some close to the Village and residential neighbourhoods. The resulting noise and safety complaints prompted the RMOW to pursue a single, purpose-built heliport where helicopter operations could be concentrated and properly regulated.

In 1992, the RMOW finalized a 30-year lease from the provincial government for land just north of Green Lake. Local operators created the WHS, a non-profit society made up of representatives from the helicopter companies leasing space at the Heliport, which took on responsibility for day-to-day management. Under the arrangement, the RMOW holds the head lease with the province and then signed a lease with the WHS for overall management of the site, and WHS in turn sub-leased individual lease areas to approved companies that provided helicopter services.

Construction of the Heliport concluded in 1991. The finished facility consisted of a public central touchdown pad surrounded by five lease areas, each assigned to one of the five principal helicopter services companies then active in Whistler. Approximately \$3Mm in federal and provincial funding covered most of the capital cost, securing the Heliport's status as a community asset.

Throughout the 1990s and early 2000s the Heliport supported tourism flights, heli-ski operations, industrial lifts and medical evacuations. In 2009 a sixth lease area was added so the Canadian Armed Forces could stage security flights during the 2010 Olympic and Paralympic Winter Games; that area later became available for lease.

By 2023 the volunteer-run WHS determined it could no longer manage the facility effectively. It requested that the RMOW resume direct oversight and the WHS no longer participates in daily operations. The RMOW has been concurrently seeking a renewal of the head lease from the province (application submitted in spring 2022) which is now operating on a month-to-month basis until the province grants a new arrangement.

The Heliport currently has three long-term leaseholders and maintains a large itinerant pad for visiting and emergency aircraft. Following a public request for proposal, the RMOW entered into a Management Services Agreement in February 2025 with an external Heliport Management Services Contractor (Contractor) to oversee day-to-day operations. The Contractor is responsible for collecting and remitting itinerant landing fees, performing routine maintenance, ensuring ongoing conformity with *Transport Canada Standard 325*, preparing cost estimates for capital upgrades, liaising with federal regulators and submitting detailed monthly and annual reports to the RMOW.

Analysis

As a result of the RMOW resuming direct management of the Heliport, the itinerant landing fees paid by visiting (non-tenant) helicopters using the public-use pad will become municipal revenue, rather than being retained by the WHS, as was previously the case. Under the *Community Charter*, a municipality may only collect and retain fees if they are authorized by bylaw. As such, staff are bringing forward the Bylaw to formally enable the collection of these fees by the RMOW.

The itinerant fees will be collected on site by the Contractor and remitted to the RMOW, creating a new revenue stream that is separate from, and in addition to, the ground-lease rent already paid by the three resident operators.

To ensure the fee structure is fair and supports cost recovery, staff reviewed itinerant landing fees at other municipal heliports and small regional airports across British Columbia. The proposed rates are set out in Schedule A of the Bylaw. The Bylaw fees are approximately double the previous fees charged by the WHS. Staff note that these fees had not been increased in many years. The proposed fees reflect both the true cost of maintaining the Heliport and the need to align with market norms. Adoption of the Bylaw is expected to generate approximately \$15,000 to \$20,000 in annual gross revenue, supporting the Heliport's long-term financial sustainability and operation.

The Bylaw also sets out operational regulations pertaining to safety requirements, helicopter parking, night operations and regulatory compliance.

POLICY CONSIDERATIONS

Relevant Council Authority/Previous Decisions

Council decisions in the early 1990s established the Heliport and approved its long-term management by the WHS. Aside from a 2020 report to Council January 21, 2020: [Administrative Report No. 20-008](#) “Amending Survey Plan of the Heliport Lease”, supporting a survey plan amendment to facilitate infrastructure upgrades by one of the leaseholders, there have been few formal updates to Council, as the Heliport was managed independently by the WHS for over 30 years.

2023-2026 Strategic Plan

The 2023-2026 Strategic Plan outlines the high-level direction of the RMOW to help shape community progress during this term of Council. The Strategic Plan contains four priority areas with various associated initiatives that support them. This section identifies how this report links to the Strategic Plan.

Strategic Priorities

☐ Housing

Expedite the delivery of and longer-term planning for employee housing

☐ Climate Action

Mobilize municipal resources toward the implementation of the Big Moves Climate Action Plan

☐ Community Engagement

Strive to connect locals to each other and to the RMOW

☐ Smart Tourism

Preserve and protect Whistler’s unique culture, natural assets and infrastructure

☒ Not Applicable

Aligns with core municipal work that falls outside the strategic priorities but improves, maintains, updates and/or protects existing and essential community infrastructure or programs

Community Vision and Official Community Plan

The Official Community Plan (OCP) is the RMOW's most important guiding document that sets the community vision and long-term community direction. This section identifies how this report applies to the OCP.

This report supports the objectives of the OCP by reinforcing the RMOW’s continued role in overseeing the Heliport operations and ensuring helicopter activity remains centralized. Specifically, it aligns with:

11.6.1.4 Policy: Maintain ownership/leasehold of the Municipal Heliport and continue to work with the Whistler Heliport Society to concentrate helicopter activity at this location, as a means of protecting the community from noise and other helicopter traffic impacts.

11.7.1.2 Policy: Discourage further commercial and private helicopter or aircraft facilities within the developed areas of Whistler, particularly Whistler Village and Whistler Creek.

BUDGET CONSIDERATIONS

The RMOW’s goal is for revenue generated through Heliport operations, including itinerant landing fees and leaseholder agreements, to offset the costs of managing and maintaining the facility.

LÍŁWAT NATION & SQUAMISH NATION CONSIDERATIONS

The RMOW is committed to working with the LÍłwat People, known in their language as *L'il'wat7úl* and the Squamish People, known in their language as the *Skwxwú7mesh Úxwumixw* to: create an enduring relationship; establish collaborative processes for planning on unceded territories, as currently managed by the provincial government; achieve mutual objectives and enable participation in Whistler's resort economy. This section identifies areas where RMOW activities intersect with these relationships.

There are no specific considerations to include in this report.

COMMUNITY ENGAGEMENT

Level of community engagement commitment for this project:

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

The Heliport is an existing municipal asset with no proposed change in use, zoning, or service level, so the appropriate level of engagement is to inform the public about its management and funding. A webpage on whistler.ca/heliport is being created to provide information to the public about the Heliport and the itinerant fees.

REFERENCES

"Whistler Municipal Heliport Bylaw No. 2490, 2025" (included in the Council package)

SUMMARY

This report brings forward "Whistler Municipal Heliport Bylaw No. 2490, 2025" for Council's consideration. The Bylaw formalizes the RMOW's authority to collect itinerant landing fees at the Heliport, now that the RMOW has resumed direct oversight of the facility. The report also provides background on the Heliport's establishment, its function as a community asset and the transition to a municipally managed model after more than 30 years of operation under a non-profit society. With the lease from the province under renewal and a new Management Services Agreement in place, the RMOW is working to ensure the Heliport remains available for tourism, emergency services, and essential transportation needs, while ensuring cost recovery.

SIGN-OFFS

Written by:

Erin Marriner,
Legislative Services Special Projects

Reviewed by:

Pauline Lysaght
Manager of Legislative Services/ Corporate
Officer

James Hallisey,
General Manager of Infrastructure Services

Virginia Cullen,
Chief Administrative Officer

STAFF REPORT TO COUNCIL

PRESENTED: July 8, 2025
REPORT: 25-057
FROM: Facility Construction Management
FILE: 5330-02-1013
SUBJECT: WHISTLER PUBLIC SAFETY BUILDING RENOVATION - CONTRACT AWARD

RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

That Council award the contract for the Whistler Public Safety Building contract award renovation in the amount of \$3,375,234.04 (exclusive of GST) to Dawn Construction Ltd, in accordance with their tender dated June 18, 2025 and the JDa Architectural tender recommendation letter attached as Appendix A to Administrative Report No. 25-057.

PURPOSE OF REPORT

The purpose of this report is to inform Council of the process and outcomes of the Whistler Public Safety Building (PSB) Renovation tender, and to request approval to award the contract to Dawn Construction Ltd and proceed with the construction of this project.

☐ Information Report ☒ Administrative Report (Decision or Direction)

DISCUSSION

Background

This project will renovate the current Royal Canadian Mounted Police (RCMP) detachment portion of the PSB to resolve deficiencies in operational and functional programming and ensure compliance with current RCMP operational regulations and safety standards.

The scope includes the following areas:

- The isolation and demolition of the existing Resort Municipality of Whistler (RMOW) Human Resources and Information Technology offices on the second floor;
- Renovate the existing second floor level of the 1995 addition to the building specifically for RCMP use and occupancy;
- Upgrading of the Fire and Sprinkler Protection on the first and second floors; and
- Renovate the main floor level while remaining within the existing building envelope by adding new rooms and resizing existing rooms along with required changes to existing shear and load-bearing walls.

As this is a secure facility, many specific details of the scope of work are not included in this public report.

Project Schedule

The work is planned to start in July 2025 and scheduled to be completed by the end of February 2026. Works within the building will be scheduled in a phased approach, with the option for staff to move up to the second floor during the lower floor construction phase, ensuring uninterrupted operation of the RCMP detachment.

Analysis

TENDER RESULTS

The Invitation to Tender for the PSB Renovation was publicly advertised on the BC Bid website and on the RMOW website (bid opportunity page) from May 7 to June 18, 2025. All six bidding companies attended the mandatory site walkthrough on Wednesday, May 21, 2025.

Please note that all costs stated in this discussion and subsequent sections are exclusive of GST.

Six bids were received in response to this tender, and all the tendered prices were below the cost expected by our engineering estimate. Only two of the six bid responses included all required materials and met schedule requirements: see Table 1 - Tender Summary below.

Table 1 - Tender Summary

	TENDERER	TOTAL PRICE (EXCLUDING GST)	BID COMPLIANCE	VARIANCE TO ENGINEER'S ESTIMATE (%)
1	Dawn Construction	\$3,375,234.04	Yes	-18%
2	Summit Brooke Construction	\$3,949,464.00	Yes	-4%
3	CanZone	-	No	-
4	Willow Spring Construction	-	No	-
5	Hilson	-	No	-
6	TM Builders	-	No	-
Engineer's Estimate (Hanscomb)		\$4,118,500.00		

POLICY CONSIDERATIONS

Council Policy F-29: Procurement Policy and *Administrative Procedure D-1: Procurement* require Council approval for any contracts over the value of \$500,000.

2023-2026 Strategic Plan

The 2023-2026 Strategic Plan outlines the high-level direction of the RMOW to help shape community progress during this term of Council. The Strategic Plan contains four priority areas with various

associated initiatives that support them. This section identifies how this report links to the Strategic Plan.

Strategic Priorities

☐ Housing

Expedite the delivery of and longer-term planning for employee housing

☐ Climate Action

Mobilize municipal resources toward the implementation of the Big Moves Climate Action Plan

☐ Community Engagement

Strive to connect locals to each other and to the RMOW

☐ Smart Tourism

Preserve and protect Whistler's unique culture, natural assets and infrastructure

☒ Not Applicable

Aligns with core municipal work that falls outside the strategic priorities but improves, maintains, updates and/or protects existing and essential community infrastructure or programs

Community Vision and Official Community Plan

The Official Community Plan (OCP) is the RMOW's most important guiding document that sets the community vision and long-term community direction. This section identifies how this report applies to the OCP.

The following Goals, Objectives and Policies are all supported by this project:

Policy 4.1.2.14. Encourage and help facilitate needed reinvestment, renovation and redevelopment of aging properties, in particular in Whistler's core commercial areas as a means of enhancing the Whistler experience and individual building performance, both of which are recognized as public benefits.

Policy 4.1.2.16. Maintain cost-effective and efficient delivery of infrastructure and services.

Goal 6.1. Provide effective and appropriate municipal infrastructure (including facilities and amenities) that minimizes taxpayer costs and consider allocating the value of infrastructure replacement to future users.

Policy 6.1.1.1 Continuously evaluate Whistler's method of infrastructure financing through a savings approach and continue to save for future infrastructure needs, while considering the advantages of funding future replacement through borrowing.

BUDGET CONSIDERATIONS

The current approved budget for the PSB Renovation draws on project code B002 Public Safety Building as shown in the table below.

Table 2 – 2025 and 2026 Project Budget

BUDGET CODE NUMBER & NAME	2025 BUDGET	2026 BUDGET
B002- Public Safety Building	\$4,380,000	\$262,000
TOTAL	\$4,380,000	\$262,000

TOTAL PROJECT COST OVERVIEW

Shown below in Table 3 is a summary of the estimated total project cost for the procurement, construction, and project management in 2025 and 2026.

Table 3 – 2025-2026 Estimated Total Project Cost and Total Project Budget

PROJECT CODE AND NAME	PROJECT COST – DAWN CONSTRUCTION	PROJECT MANAGEMENT COST	RCMP SECURITY ESCORTS & 3RD PARTY WORKS	TOTAL ESTIMATED COST	TOTAL BUDGET	VARIANCE
B002 Public Safety Building	\$3,375,234	\$114,030	\$132,000	\$3,621,264	\$4,642,000	-22%
Total	\$3,375,234	\$114,030	\$132,000	\$3,621,264	\$4,642,000	-22%

LÍŁWAT NATION & SQUAMISH NATION CONSIDERATIONS

The RMOW is committed to working with the Líl'wat People, known in their language as *L'il'wat7úl* and the Squamish People, known in their language as the *Skwxwú7mesh Úxwumixw* to: create an enduring relationship; establish collaborative processes for planning on unceded territories, as currently managed by the provincial government; achieve mutual objectives; and enable participation in Whistler's resort economy.

There are no specific considerations to include in this report.

COMMUNITY ENGAGEMENT

Level of community engagement commitment for this project:

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

RMOW staff will engage with the public in relation to this project and its impact to the community via several communication forums.

Access to the detachment will be maintained during construction, with any changes to accessing police services being communicated through the regular online channels and on-site signage.

REFERENCES

Appendix A – JDa – Tender Award Recommendation

SUMMARY

Staff recommend Council award the contract for the PSB renovation in the amount of \$3,375,234.04 (exclusive of GST) to Dawn Construction Ltd. in accordance with their tender proposal dated June 18, 2025, and the recommendation from JDa Architectural. This project is an important part of our on-going long-term facility asset management plan.

SIGN-OFFS**Written by:**

Mike King,
Manager of Facility Construction Management

Reviewed by:

James Hallisey,
General Manager of Infrastructure Services

Virginia Cullen,
Chief Administrative Officer



June 26, 2025

Marc Freno

Capital Projects Supervisor

RESORT MUNICIPALITY OF WHISTLER

4325 Blackcomb Way,

Whistler, B.C. V8E 0X5

Email: mfreno@whistler.ca

Tel: 604.935.8373

Re: Whistler Public Safety Building – General Contractor Recommendation

Mr. Freno,

After careful review of all six bid submittal packages, Johnston Davidson Architecture + Planning Inc. recommend awarding the general contract for the Whistler Public Safety Renovation project to Dawn Construction Ltd., based on price, bid compliance and the use of local Sub-Trades identified in the Bidder's submission package.

Bidder:	Bid amount:	Bid Compliance
1. Canzone Construction	\$ 2,999,912.81	No
2. Dawn Construction Ltd.	\$ 3,375,234.04	Yes
3. Willow Spring Construction BC Ltd.	\$ 3,469,815.00	No
4. TM Builders Inc.	\$ 3,608,799.50	No
5. Hilson Construction Ltd.	\$ 3,710,780.00	No
6. Summit Brooke Construction Corp.	\$ 3,949,464.00	Yes

Based on the six bids received, only two of the bids were considered compliant, which were Dawn Construction Ltd. and Summit Brooke Construction Corp. Both of these bid packages demonstrated a compliant bid (see attached bid compliance chart), meaning that their bid documents were complete. By submitting a complete bid, these two bidders have demonstrated that they have thoroughly considered their pricing and have given the Bid evaluation team an accurate picture of the anticipated costs.

Comparing Summit Brooke and Dawn Construction, Summit Brooke was more expensive than Dawn Construction by \$574,230, making Dawn Construction the more cost-effective option. In addition to this, Dawn Construction identified the use of local Subcontractors with Resort Municipality of Whistler experience and demonstrated general relevant project experience with civic and institutional projects.

The other four bids were not considered compliant for the following reasons:

Canzone Construction – This bid was considered incomplete, and therefore unable to give the evaluation team an accurate picture of the anticipated costs. Most notably, Canzone failed to fully complete the Appendix “B” and “F” documents, which outlines subcontractors for the project and their hourly rates. In addition, research into the Canzone Constructions portfolio of work did not identify any Municipal projects or Protective Services work similar to the scope of work for this project.

Willow Spring Construction BC Ltd. – This bid was considered incomplete, and therefore unable to give the evaluation team an accurate picture of the anticipated costs. Most notably, Willow Spring failed to fully complete the Appendix “B” and “G” documents.

Hilson Construction Inc. - This bid was considered incomplete, and therefore unable to give the evaluation team an accurate picture of the anticipated costs. Most notably, Hilson failed to fully complete the Appendix “H” documents. In addition to this, Hilson was also one of the more expensive/cost-prohibitive bids.

TM Builders Inc. – This bid was considered incomplete, and therefore unable to give the evaluation team an accurate picture of the anticipated costs. Most notably, TM Builders failed to fully complete the Appendix “B” and “C” documents, as well as the Bid Form. In addition to this, the Bid Bond supplied by TM Builders was not sealed by a lawyer.

We look forward to receiving your approval for Dawn Construction Ltd. Upon receipt; we will prepare a draft of a standard CCDC 2 – 2020 construction contract for your review.

Sincerely,

John Botelho Architectural Technologist AIBC, LEED AP
Senior Associate



STAFF REPORT TO COUNCIL

PRESENTED: July 8, 2025
FROM: Building Department
SUBJECT: BUILDING REGULATION BYLAW NO. 2482, 2025 AND BUILDING PERMIT FEES AND CHARGES BYLAW NO. 2483, 2025

REPORT: 25-058
FILE: 3900-20-2482/2483

RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

That the recommendation of the General Manager of Climate Action, Planning and Development Services be endorsed.

RECOMMENDATION(S)

That Council consider giving first, second and third readings to “Building Regulation Bylaw No. 2482, 2025”; and

That Council consider giving first, second and third readings to “Building Permit Fees and Charges Bylaw No. 2483, 2025”.

PURPOSE OF REPORT

The purpose of this report is to seek Council’s consideration for the first three readings of the following bylaws:

- “Building Regulation Bylaw No. 2482, 2025” (Building Regulation Bylaw)
- “Building Permit Fees and Charges Bylaw No. 2483, 2025” (Building Fees and Charges Bylaw)

These bylaws will repeal and replace the “[Building and Plumbing Regulation Bylaw No. 1617, 2002](#)” (Building Bylaw) and support and improve the Resort Municipality of Whistler’s (RMOW) building permitting processes.

☐ Information Report

☒ Administrative Report (Decision or Direction)

DISCUSSION

Background

Through authority from the *Local Government Act* and *Community Charter*, a local government can administer compliance of the *BC Building and Plumbing Codes* and can regulate construction within the RMOW through the Building Regulation Bylaw. The Building Regulation Bylaw applies to the design, construction or occupancy of new buildings or structures, and any alteration, reconstruction, demolition, removal, relocation or occupancy to existing buildings or structures.

Initially, at the November 5, 2024 Committee of the Whole (COTW) Meeting, the Building Department provided an update on modernization of the Building Bylaw ([COTW Report No. W24-008](#)). Staff provided an overview of objectives of the Building and Plumbing Bylaw Modernization Project (Project) and the proposed approach, including the plan for community engagement.

At the direction of Council, staff returned on December 17, 2025 with [Administrative Report No. 24-115](#) that provided detail on the two engagement options for the Project. The results of this community engagement and recommendations for the proposed bylaws were then shared at the April 29, 2025 COTW Meeting in [COTW Report No. W25-003](#).

Council endorsed using the Municipal Insurers Association of British Columbia (MIABC) model core bylaw (Model Bylaw) for large cities as the base template for the Building Regulation Bylaw to ensure consistency and adherence to current legislative requirements. This Model Bylaw was drafted by Don Lidstone of Lidstone & Company and commissioned by the MIABC and is the bylaw format used by most municipalities in BC.

The Model Bylaw is a prescriptive bylaw template, which has been developed and reviewed legally to provide a base bylaw for local governments to adopt. The intent with the Model Bylaw is to provide clarity in the permit process, outline the roles and responsibilities for each partner in the construction process, and provide a structure that is easier and more consistent for staff and applicants to understand and use, thereby reducing the need to develop additional policies and procedures which add complexity to the permitting process.

The goals of the Building Regulation Bylaw and Building Fees and Charges Bylaw are to:

- Reduce risk for the municipality and community;
- Improve clarity, consistency, and fairness in interpreting the building codes;
- Improve compliance with the bylaw and support enforcement;
- Improve efficiency for staff with permit processing;
- Clarify roles and responsibilities for applicants and the municipality;
- Support additional department improvements (such as e-permitting);
- Support the construction and development community; and
- Provide consistency in permit fees and fiscal sustainability for the department.

Council further endorsed splitting the fee section out of the Building Bylaw to create two bylaws: the Building Regulation Bylaw and a separate Building Fees and Charges Bylaw. This format will be consistent with regional partners (Pemberton and Squamish) as well as a growing number of local governments across BC.

Recommendations from the Committee of the Whole

The COTW passed the following recommendations to Council on **April 29, 2025**:

That Council adopt the Committee of the Whole (COTW) recommendation that the “Building Regulation Bylaw No. 2482, 2025” (Building Bylaw) be presented to Council for approval in a form substantially similar to the Building Bylaw attached as Appendix A to COTW Report No. W25-003; and

That Council adopt the COTW recommendation that the “Building Permit Fees and Charges Bylaw No. 2483, 2025” (Building Fees and Charges Bylaw) be presented to Council for approval in a form substantially similar to that attached as Appendix B to COTW Report No. W25-003; and further

That Council adopt the COTW recommendation and direct staff to return to a future Regular Council Meeting in fall 2025 for Council to consider the following additional items:

1. *amend the Building Fees and Charges Bylaw to include a new permit fee calculation structure as described in COTW Report No. W25-003;*
2. *consult further with the construction industry on the inclusion of wildfire hazard requirements in the Building Bylaw and prepare recommendations; and*
3. *in conjunction with the Architectural Institute of British Columbia, draft a certified professional program for Part 3 buildings (as defined in the BC Building Code) to be added to the Building Bylaw, including any related policy updates.*

Analysis

The Building Department retained Flywheel Building Solutions (Flywheel), an expert in building bylaws and the Model Bylaw, to support and advise on the Building Bylaw updates. Flywheel has also been working alongside RMOW legal counsel during the review process.

Building Regulation Bylaw No. 2482, 2025

As requested, a summary of changes as they relate to the Model Bylaw are provided below in Table 1.

The structure of the sections has been shifted slightly from that of the Model Bylaw to better align with a format that mirrors the RMOW permit process, as well as the structure of other RMOW bylaws and to support the step-by-step journey an applicant takes when submitting for a permit.

Working with our legal counsel, the language has also been simplified, where possible, to make the bylaw easier to read, understand and follow.

The Building Regulation Bylaw will also include details on stand-alone permit types (Part 12 to 24) to outline permit requirements for various specific scopes of work for buildings, structures, and mechanical and safety systems. These inclusions are intended to:

- Provide clarity for applicants on when a permit is required;
- Provide a streamlined permit for a specific scope of work, allowing for a simplified application and review; and
- Ensure improved application standards: higher-quality submissions are now mandatory to streamline the permit review process.

As noted in COTW and associated reports, the MIABC allows the RMOW to customise the Model Bylaw for solutions that are specific to Whistler. These are typically noted as “unrestricted matters”. Following the results of the engagement and Council consideration, staff propose to include the following unrestricted matters to support adequate emergency response and fire safety given that Whistler has a unique topography with many properties that present challenging access and steep topography.

- Part 25: Fire Access route design
- Part 26: Firefighting water supply requirements
- Part 27: Wildfire (reserved) to allow development of additional requirement in 2025

Recognizing that the building permit process is often the catch all for many other municipal bylaw regulations, the Building Regulation Bylaw is focused on clarifying the building permit process and requirements, whilst the permit application forms are better suited to bring awareness to other municipal bylaws that should be considered when proposing a project. For example, making applicants

aware on the permit application forms that a tree permit may be required depending on the scope of the project proposed, or that permits from engineering may be required if they are affecting areas outside of the property line. These reference trigger points for requirements are best suited to the permit application forms, therefore keeping the Building Regulation Bylaw focused on the building related items.

Generally, the final structure of the new RMOW bylaw will be as follows:

Table 1

Building Regulation Bylaw Part	MIABC Core Part	Alteration and Edits Summary
Part 1: Citation	Part 1: Citation	Edited to reflect RMOW title and to include existing bylaw being repealed.
Part 2: Table of Contents	Added	Included for easy navigation
Part 3: Severability	Added	Standard language, minor edits by legal counsel.
Part 4: Purpose of the Bylaw	Part 2: Purpose of Bylaw	Standard language, minor edits to reflect RMOW context and by legal counsel.
Part 5: Scope and Exemptions	Part 3: Scope and Exemptions	Minor edits to provide clarity on what does and does not require a permit, clear statements of the RMOW responsibilities.
Part 6: Prohibitions	Part 4: Prohibitions	Standard language, minor edits by legal counsel.
Part 7: Powers of a Building Official	Part 6: Powers of a Building Official	Standard language, minor edits by legal counsel.
Part 8: Owner's Responsibilities	Part 7: Owner's Responsibilities	Standard language, minor edits by legal counsel.
Part 9: Obligations of Constructor	Part 8: Obligations of Owner's Constructor	Standard language, minor edits by legal counsel.
Part 10: Registered Professional's Responsibilities	Part 9: Registered Professional's Responsibilities	Standard language, minor edits by legal counsel. Included 10.10 (Reserved) for further consideration and development of a Certified Professionals (CP) program, based on engagement feedback.
Part 11: Permit Applications Requirements	Part 10: Building Application Requirements	Edits to reflect specific RMOW requirements. 11.5 and 11.7 Application requirements are consistent with Model Bylaw, edits for RMOW specifics. Removed the requirement for security deposits (Highway Use and Clearing Fee). 11.24 Confirmation of Permit application reviews has been added to show the commitment from the RMOW that complete and substantially compliant applications in the review process will be either provided with the initial deficiency list after review (reasons for denial of permit issuance), or issue the permit within specified timeline parameters, if this is not met then a reduction in the permit fee will be applied. This is a commitment from staff to review timelines of complete and compliant applications for the owners or applicants. 11.40 Inspections list is consistent with Model Bylaw list.

		Edits to the permit expiration and cancellation parameters to support other RMOW processes such as Business Licences as it related to Building permit files.
Part 12: Building Move & Placement Permit	Part 12: Building Move	Standard language, minor edits to reflect RMOW context and by legal counsel.
Part 13: Demolition Permits		Provides clarity on requirements for a specific scope of work
Part 14: Fire Alarm Permits		Provides clarity on requirements for a specific scope of work
Part 15: Mechanical Ventilation and Heating Permits		Provides clarity on requirements for a specific scope of work
Part 16: Plumbing and Fire Suppression Permits		Provides clarity on requirements for a specific scope of work
Part 17: Pool Permits	Part 14: Pools	Standard language, minor edits to reflect RMOW context and by legal counsel.
Part 18: Retaining Walls and Grades	Part 11: Retaining Walls and Grades	Standard language, minor edits to reflect RMOW context and by legal counsel.
Part 19: Solar Hot Water & Photovoltaic Solar Panel Permits		Provides clarity on requirements for a specific scope of work
Part 20: Temporary Building Permit		Provides clarity on requirements for a specific scope of work
Part 21: Storage Racking Permit		Provides clarity on requirements for a specific scope of work
Part 22: Solid Fuel Burning Appliance Permit		Provides clarity on requirements for a specific scope of work
Part 23: Exterior Envelop Restorations		Provides clarity on requirements for a specific scope of work
Part 24: Site Alteration		Provides clarity on requirements for a specific scope of work
Part 25: Access Route for Fire Department Access	Part 16: Access route for Fire Vehicle	Unrestricted matter to be included
Part 26: Fire Fighting Water Supply for Part 9 Simple Building		Unrestricted matter to be included
Part 27: Climatic Data		Confirms data for Whistler
Part 28: Energy Conservation and	Part 15: Energy Conservation and	Specific details on Whistler's Step Code and Zero Carbon Step Code requirements, as adopted by Council on May 16, 2023 in Administrative Report No. 23-016 .

GHG Emissions Reduction	GHG Emissions Reduction	
Part 29: Numbering of Buildings	Part 13: Numbering of Buildings	Standard language, minor edits by legal counsel.
Part 30: Offences and Enforcement	Part 18: Offences	Standard language, minor edits by legal counsel.
Part 31: Interpretation	Part 19: Interpretation	Expanded Definitions: Terms are more precisely defined, aligning with BC Building Code (BCBC) terminology to improve understanding and enforcement.
Part 33: Definitions		
Part 34: Repeal		Added, legal counsel.
Part 35: In Force	Part 21: In Force	Standard language, minor edits by legal counsel.

Building Permit Fees and Charges Bylaw No. 2483, 2025

The Building Fees and Charges Bylaw simply separates out the existing fee schedule and includes the addition/deletion of the follow service fees:

Added:

- Administrative application processing fee
- Alternative Solution review for any existing building permit application or building permit fee
- Occupancy Load review fee
- Product Compliance review fee
- Product Test report review
- Product Code equivalency review

Removed:

- Plan Processing Fees – this has been consolidated into the Administrative Application processing fee above.
- Highway Use, clearing and inspection fee

The determination of the value of construction will remain with the current method of calculating the fee based on the “declared cost of construction” structure which is based on the Marshall and Swift Cost Estimator.

Staff will return to Council with an amendment in late 2025 that will propose to implement a new fee structure based on construction and/or permit type/size as supported during the engagement.

Next Steps for the Project:

Staff Task	Timing to Return to Council
Incorporate feedback for the new permit fee structure and test the implementation with Tempest and financial platforms	Late 2025 with recommendations to implement the new method of calculating permit fees.
Research and explore possible requirements related to unrestricted matter of wildfire hazard requirements	Late 2025
Engage with the Architectural Institute of BC (AIBC) to determine the process to implement a CP program for Part 3 buildings in partnership with the AIBC	Late 2025

Work within the Building Regulation Bylaw and review and feedback or recommendations to bring minor amendments or unintended interpretations or intent.

Late 2025

POLICY CONSIDERATIONS

Relevant Council Authority/Previous Decisions

[Building Bylaw](#) – current consolidated version.

[November 5, 2024, COTW Report No. W24-008: Building and Plumbing Bylaw Modernization Project](#) – outlines the Project and the proposed rewriting of the Building Bylaw.

[December 17, 2024, Administrative Report No. 24-115: Engagement Phase for the Building and Plumbing Bylaw Modernization Project](#) – details to the engagement approach for the Project, seeking endorsement for staff to follow the engagement plan set out in Option #1.

[April 29, 2025, COTW Report No. W25-003: Building Bylaw Updates and Engagement Results](#) – details the engagement results and detail on how this feedback has been incorporated into the Project.

2023-2026 Strategic Plan

The 2023-2026 Strategic Plan outlines the high-level direction of the RMOW to help shape community progress during this term of Council. The Strategic Plan contains four priority areas with various associated initiatives that support them. This section identifies how this report links to the Strategic Plan.

Strategic Priorities

☒ Housing

Expedite the delivery of and longer-term planning for employee housing

☒ Climate Action

Mobilize municipal resources toward the implementation of the Big Moves Climate Action Plan

☐ Community Engagement

Strive to connect locals to each other and to the RMOW

☐ Smart Tourism

Preserve and protect Whistler's unique culture, natural assets and infrastructure

☐ Not Applicable

Aligns with core municipal work that falls outside the strategic priorities but improves, maintains, updates and/or protects existing and essential community infrastructure or programs.

Community Vision and Official Community Plan

The Official Community Plan (OCP) is the RMOW's most important guiding document that sets the community vision and long-term community direction. This section identifies how this report applies to the OCP.

This work does not have specific applications to the OCP, but the Building Regulation Bylaw is the tool by which all development occurs in Whistler, requiring all development in Whistler ensure health and life safety in the built environment for all residents and visitors to Whistler. Further, the Building Regulation Bylaw ensures that quality applications are reviewed and approved as quickly as possible to support appropriate growth in Whistler, while also ensuring environmental performance that is consistent with the BCBC and our municipal climate objectives.

The following sections of the OCP benefit directly from the Building Regulation Bylaw:

4.1. Goal: Land use and development are effectively managed to maintain Whistler's unique sense of place, protect Whistler's natural environment, provide a high quality of life for residents and provide exceptional experiences for our visitors.

5.1. Goal: Meet Whistler's long-term housing needs consistent with the growth management policies and land use designations in this OCP.

5.4. Goal: Reduce the environmental and energy impacts of residential neighbourhoods to improve the quality of life and sustainability of the resort community.

BUDGET CONSIDERATIONS

Budget for the consultant, Flywheel, legal review and community engagement for the Project are accounted for under the 2025 Building Department budget.

LÍŁWAT NATION & SQUAMISH NATION CONSIDERATIONS

The RMOW is committed to working with the Líl'wat People, known in their language as *L'il'wat7úl* and the Squamish People, known in their language as the *Skwxwú7mesh Úxwumixw* to: create an enduring relationship; establish collaborative processes for planning on unceded territories, as currently managed by the provincial government; achieve mutual objectives and enable participation in Whistler's resort economy.

There are no specific considerations to include in this report.

COMMUNITY ENGAGEMENT

Level of community engagement commitment for the Project:

☐ Inform ☐ Consult ☒ Involve ☐ Collaborate ☐ Empower

The RMOW provided opportunities for community members to learn about the Project, ask questions at Information Sessions, and share feedback through a community survey from February 12 to March 13, 2025. The full engagement summary can be found in the April 29, 2025 COTW Meeting (COTW Report No. W25-003) in [Appendix D – Engagement Summary – March 2025](#)

REFERENCES

"Building Regulation Bylaw No. 2482, 2025" (included in the Council package)

"Building Permit Fees and Charges Bylaw No. 2483, 2025" (included in the Council package)

SUMMARY

Staff present the following bylaws for first, second and third readings to repeal and replace the “Building and Plumbing Regulation Bylaw No, 1617, 2002”:

- “Building Regulation Bylaw No. 2482, 2025”
- “Building Permit Fees and Charges Bylaw No. 2483, 2025”

The Building Regulation Bylaw and Building Fees and Charges Bylaw will continue to support the modernization of the Building Department, from permit processing and clear understanding of the requirements, and supports the ongoing transformation into an e-apply and digital format.

SIGN-OFFS

Written by:

Melissa Hollis,
Manager – Building Department

Reviewed by:

Pauline Lysaght,
Manager of Legislative Services
Department/Corporate Officer

Dale Mikkelsen
General Manager of Climate Action, Planning
and Development Services

Virginia Cullen,
Chief Administrative Officer

STAFF REPORT TO COUNCIL

PRESENTED: July 8, 2025
FROM: Legislative Services
SUBJECT: CEMETERY MANAGEMENT AMENDMENT BYLAW (MISC FEES AND PLOT UPDATES) NO. 2484, 2025

REPORT: 25-059
FILE: 3900-20-2484

RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

That the recommendation of the Acting General Manager of Corporate Services and Public Safety be endorsed.

RECOMMENDATION(S)

That Council consider giving first, second and third readings to “Cemetery Management Amendment Bylaw (Misc Fees and Plot Updates) No. 2484, 2025”.

PURPOSE OF REPORT

The purpose of this report is to seek Council’s consideration of first, second and third reading of the “Cemetery Management Amendment Bylaw (Misc Fees and Plot Updates) No. 2484, 2025” (Bylaw Amendment) to update certain fees and definitions in the “Cemetery Management Bylaw No. 2367, 2023” (Bylaw). The Bylaw includes the fee schedule for Cemetery fees and charges (Fee Schedule).

☐ Information Report ☒ Administrative Report (Decision or Direction)

DISCUSSION

Background

The Whistler Cemetery (Cemetery) is a 1.32 hectare (3.27 acre) property located on Alta Lake Road. Currently, a small portion of the parcel (0.80 acres) is developed for cemetery use. The remainder of the site is undeveloped second growth forest and is being held for future Cemetery needs. Since 1986, the Cemetery has provided for the burial of human bodies and human cremains. In 2003, a columbarium niche for the above ground burial of cremated remains and a scattering garden for the dispersal of ashes were added to the Cemetery. In 2023, new in-ground double cremation plots were added, in response to increased need for cremation-specific plots.

The Cemetery is operated by two departments at the Resort Municipality of Whistler (RMOW). The Resort Operations Department maintains the Cemetery grounds and the Legislative Services Department is responsible for the sale and administration of plots. The Bylaw was modernized and

adopted in 2023 and governs the activities of the Cemetery and it complies with the requirements of the *Cremation, Interment and Funeral Services Act* and associated regulations.

Analysis

Since the Bylaw was adopted in 2023, it has served as the guiding document for new plot purchases and other Cemetery requests. During this time, staff have identified a few updates to the Bylaw that will better capture fees and charges, as well as clarifying some definitions. These are discussed in the subsections below.

Memorial Marker Fees

Staff have identified that the current Fee Schedule does not capture the total fees associated with the purchase and engraving of memorial markers for the Columbaria Niches and Scattering Garden (Markers). In particular, the shipping and engraving fees for the Markers had either increased faster than the permitted consumer price index amount authorized in the Bylaw or had not been factored into the total cost.

In addition, staff recommend adding a fee for the removal and re-installation of a Marker for cases where a Marker is being engraved with the details for the second loved one, upon their passing.

Summary of Proposed Fee Changes

1. The following fees are added to Schedule 'A': Cemetery Fees 2025 under the section entitled "MEMORIALS" in the corresponding sections.

MEMORIALS	PROPOSED
In-Ground Lot: Memorial Marker Removal & Re-Installation	\$362.74
Columbaria Niche: Shipping Fees for Markers**	\$100.00
Scattering Memorial: Bronze Plaque & Engraving**	\$300.00
Scattering Memorial: Shipping Fees for Markers**	\$50.00

2. That the following fees currently included in Schedule 'A': Cemetery Fees 2025 under the section entitled "MEMORIALS" are updated as follows:

Columbaria Niche: Panel Engraving**	\$530.00
Scattering Memorial: Installation	\$362.74

** Subject to PST.

Other Updates

The Amendment Bylaw proposes to update the following sections:

- a) Section 3 amends the definition of "Resident" to clarify the requirement to provide government identification to verify residency in Whistler.
- b) Section 9.1 will be updated to include a new section with the specific dimensions for an urn interred in the Columbarium Niche.

A redlined version of the Bylaw is included as Appendix A to show the proposed updates to the Bylaw.

POLICY CONSIDERATIONS

Section 8(f) of the *Community Charter* states that “a council may, by bylaw, regulate, prohibit and impose requirements in relation to cemeteries, crematoriums and mausoleums and the interment or other disposition of the dead.”

The operation of municipal cemeteries in British Columbia is regulated by the *Cremation, Interment and Funeral Services Act* and the associated regulations.

Relevant Council Authority/Previous Decisions

[June 20, 2023, Administrative Report: Cemetery Management Bylaw No. 2367, 2023](#)

2023-2026 Strategic Plan

The 2023-2026 Strategic Plan outlines the high-level direction of the RMOW to help shape community progress during this term of Council. The Strategic Plan contains four priority areas with various associated initiatives that support them. This section identifies how this report links to the Strategic Plan.

Strategic Priorities

☐ Housing

Expedite the delivery of and longer-term planning for employee housing

☐ Climate Action

Mobilize municipal resources toward the implementation of the Big Moves Climate Action Plan

☐ Community Engagement

Strive to connect locals to each other and to the RMOW

☐ Smart Tourism

Preserve and protect Whistler's unique culture, natural assets and infrastructure

☒ Not Applicable

Aligns with core municipal work that falls outside the strategic priorities but improves, maintains, updates and/or protects existing and essential community infrastructure or programs

Community Vision and Official Community Plan

The Official Community Plan (OCP) is the RMOW's most important guiding document that sets the community vision and long-term community direction. This section identifies how this report applies to the OCP.

The Cemetery moves the RMOW toward our Community Vision by ensuring adequate provision of land and support for the resort community's needs, whilst also preserving the Whistler Cemetery's tranquil and forested character. Specific sections of the OCP that are applicable include:

6.4.1.1 Policy: Support the user-pay approach to municipal services while taking into consideration affordability measures and the policies of this OCP.

BUDGET CONSIDERATIONS

Updates to the Fee Schedule reflect the costs of operating and maintaining this service for the community. Collecting adequate fees enables the RMOW to provide a high level of support and service to community members.

LÍLWAT NATION & SQUAMISH NATION CONSIDERATIONS

The RMOW is committed to working with the Líl'wat People, known in their language as *L'il'wat7úl* and the Squamish People, known in their language as the *Skwxwú7mesh Úxwumixw* to: create an enduring relationship; establish collaborative processes for planning on unceded territories, as currently managed by the provincial government; achieve mutual objectives and enable participation in Whistler's resort economy.

There are no specific considerations to include in this report.

COMMUNITY ENGAGEMENT

Level of community engagement commitment for this project:

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

The new Cemetery Fee Schedule will be posted on whistler.ca/cemetery to ensure members of the community have the most up to date fees.

REFERENCES

Appendix A – “Cemetery Management Bylaw No. 2367, 2023” – redlined with changes

Cemetery Management Amendment Bylaw (Misc Fees and Plot Updates) No. 2484, 2025 (Included in Council package)

SUMMARY

This report requests Council's consideration of first, second and third reading for “Cemetery Management Amendment Bylaw (Misc Fees and Plot Updates), No. 2484, 2025” to update some fees related to the memorial markers and provide clarity to certain definitions.

SIGN-OFFS

Written by:

Lauren Van Leeuwen,
Legislative and Privacy Coordinator

Reviewed by:

Pauline Lysaght,
Corporate Officer/ Manager of Legislative
Services

Carlee Price,
Acting General Manager of Corporate Services
and Public Safety/ Chief Financial Officer

Virginia Cullen,
Chief Administrative Officer

RESORT MUNICIPALITY OF WHISTLER

CEMETERY MANAGEMENT BYLAW NO. 2367, 2023

**A BYLAW TO PROVIDE FOR THE REGULATION, MANAGEMENT, OPERATION, AND
MAINTENANCE OF THE RESORT MUNICIPALITY OF WHISTLER CEMETERY**

WHEREAS the Council of the Resort Municipality of Whistler has the authority and has enacted the “Cemetery Bylaw No. 1788, 2006” (the “**Current Cemetery Bylaw**”) that provides for the regulation, management, operation, and maintenance of the Resort Municipality of Whistler Cemetery.

WHEREAS the Council of the Resort Municipality of Whistler now deems it necessary to repeal and replace the Current Cemetery Bylaw to provide for the regulation, management, operation, and maintenance of the Resort Municipality of Whistler Cemetery,

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

1.0 CITATION

1.1 This Cemetery Bylaw may, for all purposes, be cited as the Cemetery Management Bylaw No. 2367, 2023 (the “**Cemetery Bylaw**”).

2.0 TABLE OF CONTENTS

2.1 This Bylaw is divided into 17 sections and 1 schedule

1.0 Citation

2.0 Table of Contents

3.0 Definitions

4.0 Cemetery Establishment & Administration

5.0 Interment Rights: Purchase & Transfer

6.0 Interment: General

7.0 Human Remains Interment

8.0 Cremated Remains In-Ground Interment

9.0 Columbarium Niche Interment

10.0 Cremated Remains Scattering

11.0 Disinterment

12.0 Memorials: General Rules

13.0 General Rules & Regulations

14.0 Cemetery Fees

15.0 Cemetery Care Fund

16.0 Offences & Penalties

17.0 Interpretation & Transitional Provisions

Schedule 'A': Cemetery Fees

3.0 DEFINITIONS

3.1 A word or phrase used in this Cemetery Bylaw that is defined in the *Cremation, Interment, and Funeral Services Act (SBC 2004) C.35* and the *Business Practices and Consumer Protection Act (SBC 2004) C.2*, and all regulations made thereunder ("**Cemetery Legislation**"), has the meaning ascribed to them in that act or regulation.

3.2 In this Cemetery Bylaw the following words have the meaning ascribed to them unless the context otherwise requires,

"Adult" for Cemetery purposes, means a person over the age of 12 years old,

"Applicant" means a person who has applied to the RMOW for a right of Interment, an Interment, a Scattering, a Memorial, or a Memorial installation,

"Burial Permit" means a legal document issued in the Province of B.C. acknowledging the registration of a death with the Vital Statistics Agency of B.C. as required for an Interment or cremation in the Province of B.C.,

"Care Fund" means a fund for the care and maintenance of a place of Interment as required under Cemetery Legislation,

"Cemetery" means the RMOW Cemetery,

"Child" means a person between the ages of 2 and 12 years of age,

"CO" means the Corporate Officer of the RMOW, their delegate, or delegates empowered by the CO to manage, administer, and operate the Cemetery,

"Council" means the elected Mayor and Council of the RMOW,

"CPI" means the Canadian Consumer Price Index,

"Cremated Remains" means human bone fragments left after Human Remains are cremated,

"Disinterment" means the removal of Human Remains or Cremated Remains and the container, or any of the remaining container, holding the Remains, from the Lot in which the Remains are interred, for the purpose of permanent relocation, and may also mean

the exposure and removal of interred Human Remains for the purposes of viewing or examination,

“Fee” means a Fee, or Fees, established for the Cemetery and included in Schedule ‘A’: Cemetery Fees to this Cemetery Bylaw,

“Grave Liner” means a receptacle with, or without, a lid, constructed of a durable material, which may or may not have a bottom, into which a burial container holding Human Remains or an Urn holding Cremated Remains is placed to provide reinforcement of a Lot as part of an Interment,

“Holiday” means any Day of Observance or Holiday, observed by the RMOW,

“Human Remains” means,

- (a) a dead human body in any stage of decomposition, or
- (b) a body of a stillborn Infant in any stage of decomposition,

“Infant” means a person less than 2 years of age and including a stillborn child,

“Interment” means disposition by,

- (a) burial of Human Remains or Cremated Remains, or
- (b) inurnment of Cremated Remains,

“Interment Authorization Form” means an application completed, and signed by a person having the legal authority to authorize the Interment of Human Remains or Cremated Remains of a deceased person,

“Interment Rights Certificate” means a certificate issued by the RMOW setting out the location and other related information pertaining to a Lot purchased at the Cemetery,

“Legal Representative” means the person who, or an agency that, by order of priority set out in Cemetery *Legislation*, has the right to control the disposition of the Human Remains or Cremated Remains of a deceased,

“Lot” means a designated space in the Cemetery, that is used or intended to be used for the Interment of Human Remains or Cremated Remains under a right of Interment and includes a grave, niche, or plot,

“Medical Health Officer” means a person appointed from time to time under the *Health Act, RSBC 1996 C. 179* to act as Medical Health Officer in the Province of B.C.,

“Memorial” means,

- (a) flat marker on a grave or plot, or
- (b) a plaque on a niche front or Memorial stone

“Non-Resident” means any person who does not satisfy the definition of a Resident,

“Resident” means any person continuously and permanently residing, or having resided in the RMOW for a period not less than six months at the time of purchasing a Right of Interment (with an exception for a person who has left the RMOW for palliative or other medical reasons), **with such documentation to evidence residence as may be determined by the RMOW,**

“Right of Interment” means a right granted, in perpetuity, for the use of a Lot in the Cemetery,

“RMOW” means the Resort Municipality of Whistler,

“Scattering” means the irreversible dispersal of Cremated Remains in a defined area or feature within the Cemetery where such dispersal may result in comingling with previously scattered Cremated Remains in the Scattering location,

“Scattering Garden” means an area, or feature, within the Cemetery designated for the Scattering of Cremated Remains,

“Urn” means a container used or intended to be used for the containment of Cremated Remains

4.0 CEMETERY ESTABLISHMENT & ADMINISTRATION

- 4.1 The following real property, legally described as, District Lot 4563, Plan 18739, Group One, N.W.D, is owned, established, operated, and maintained by the RMOW as a Cemetery and is dedicated for that use. The Cemetery shall continue to be operated and maintained for that purpose and shall not be used for any other purpose.
- 4.2 The Cemetery is established for the purpose of making Interment, Scattering, Memorials and bereavement rites and ceremonies available to all persons, irrespective of race, faith, orientation, or any other form of categorization.
- 4.3 The RMOW has full ownership over the land, buildings, plantings, roads, utilities, books, and records of the Cemetery.
- 4.4 The Council of the RMOW are the trustees of the Cemetery and as such are responsible for,
 - (a) the development, operation, and maintenance of the Cemetery in accordance with legislation and regulation,
 - (b) the administration and enforcement of this Cemetery Bylaw in a consistent, and equitable manner with every user of the Cemetery, and
 - (c) designating employees or agents of the RMOW to develop, manage, administer, operate, and maintain the Cemetery in the name of the RMOW.

- 4.5 The RMOW, subject only to compliance with Cemetery Legislation, shall have the right to,
- (a) manage, maintain, or alter the Interment areas, roads, pathways, buildings, and infrastructure of the Cemetery, and
 - (b) change or remove plantings, move, relocate, or remove Memorials, grade, alter in shape or size, or otherwise change all or any part of the Cemetery.
- 4.6 The RMOW has a right of passage, always, in any manner it deems necessary, over every Lot and all the land of the Cemetery.
- 4.7 The RMOW, at its cost and in a timely manner, shall correct any error that may be made by it, in making an Interment, Disinterment, and
- (a) in the instance an error involves an Interment or Disinterment of Human Remains the RMOW shall correct the error in compliance with and under such terms as may be set out in Cemetery Legislation and by a Director of Consumer Protection B.C.,
 - (b) in the description of a Lot, or the transfer of a Right of Interment, and
 - (c) in the instance of an error in the description of a Lot, grant in lieu thereof, a right of Interment or Lot of equal value and location, as far as is possible.
- 4.8 The RMOW CO shall be the senior staff RMOW person responsible for the administration, interpretation, and enforcement of this Cemetery Bylaw and in this capacity shall,
- (a) ensure all records for the management, administration, operation, and maintenance of the Cemetery are collected and retained as required under Cemetery Legislation,
 - (b) ensure all rights of Interment, contracts, and financial transactions are recorded in compliance with Cemetery Legislation,
 - (c) review and approve amendment of the Fees that are charged at the Cemetery when deemed appropriate or necessary,
 - (d) designate, as needed, other RMOW employees to perform management, administrative and operational tasks, and actions in support of the Cemetery and the provision of service therein, and
 - (e) in the instance of an emergent or extraordinary circumstance, have the authority to interpret and enforce this Cemetery Bylaw in the name of the RMOW, and to modify or waive the application or enforcement of this Cemetery Bylaw where such action shall not contravene or violate any article of Cemetery Legislation.

5.0 INTERMENT RIGHTS: PURCHASE & TRANSFER

- 5.1 The RMOW, subject to payment of an established Fee, may grant a Right of Interment for a Lot in the Cemetery on an at-need or a reserve basis.
- 5.2 Purchase, or possession of a Right of Interment,
- (a) confers to a rights holder, a right, in perpetuity, to use a Lot within the Cemetery, in compliance with this Cemetery Bylaw,
 - (b) does not confer to a rights holder any title to, ownership of, or interest in the land of the Cemetery, or of a Lot therein, or any other special privilege over the land of the Cemetery, and
 - (c) does not entitle a rights holder to require the RMOW to perform an Interment until the rights holder complies in all other respects with this Cemetery Bylaw.
- 5.3 An Interment Rights purchaser shall,
- (a) reserve the right to use a Lot they have purchased for them-self, and
 - (b) designate who, other than them-self, is authorized to use of a Lot registered in their name.
- 5.4 The RMOW shall issue to an individual paying the Fee for a Right of Interment a 'Right of Interment Certificate', which sets out the rights of Lot use attributed to the purchaser.
- 5.5 No person, without the prior consent and agreement of the RMOW, may purchase a Right of Interment for more than two (2) Lots in the Cemetery.
- 5.6 The RMOW shall have the right to limit or suspend the reservation of Interment Rights in the Cemetery at any time.
- 5.7 Where evidence of a clear line of transfer for an Interment Right that survives an original rights holder is not provided by a Legal Representative of the original rights holder the RMOW shall have the authority to,
- (a) determine a process, in a form prescribed by the RMOW, the person or persons who may exercise a surviving right of Interment and under what terms and conditions a surviving right of Interment may be exercised, or
 - (b) where a clear and distinct right of succession or transfer cannot be ascertained, prohibit the use of any surviving Interment Rights in a Lot.
- 5.8 An Interment Right for an unused Lot may only be transferred back to the RMOW, and transfer shall be made under the following terms,
- (a) the original Interment Rights holder or their Legal Representative makes written application to the RMOW stating their intent to surrender the Interment Right,

- (b) there are no Interments in, and no Memorials installed on the Lot being transferred,
 - (c) the original Interment Rights Certificate is delivered to the RMOW,
 - (d) where application to surrender an Interment Right is made within 30 days of the original purchase date then 100% of the Fees paid shall be refunded, or
 - (e) where application to surrender an Interment Right is made 31 days or more after the original purchase date then 100% of the Fees paid LESS the Care Fund contribution paid and LESS a transfer Fee shall be refunded.
- 5.9 Subject to compliance with section 25 of Cemetery Legislation, and upon prior approval of a Director of Consumer Protection BC, the RMOW may reclaim and resell a Right of Interment for a Lot where the Right of Interment for the Lot was previously sold.
- 5.10 In the instance the Right of Interment for a Lot has been reclaimed and resold, and the Right of Interment is subsequently required for use, the RMOW shall provide another Right of Interment of equal or greater value from the available Lots in the Cemetery.
- 6.0 INTERMENT: GENERAL**
- 6.1 Only Human Remains, or cremated Human Remains may be interred, or Cremated Remains scattered, in the Cemetery.
- 6.2 Lot purchase, Interment booking and payment for Cemetery services may be made at Whistler Municipal Hall, 4325 Blackcomb Way, on the days and hours of operation of the RMOW.
- 6.3 No Interment or Scattering shall be permitted at the Cemetery until,
- (a) the Legal Representative of a deceased completes, signs, and delivers to the RMOW, an RMOW Interment Authorization Form,
 - (b) all applicable Fees are paid in full to the RMOW,
 - (c) advance notice has been provided to the RMOW,
 - (d) for Human Remains, a B.C. Burial Permit has been delivered to the RMOW,
 - (e) for Cremated Remains, a Certificate of Cremation has been delivered to the RMOW, or
 - (f) where a death has occurred in a jurisdiction other than the province of B.C., a disposition document, in a form deemed acceptable by the RMOW, has been delivered to the RMOW.
- 6.4 The Cemetery shall be open for operation annually, from May 1 to October 3, weather and ground conditions permitting.

- 6.5 Advance notice, and all documents and fees required under subsection 6.3, for an Interment or Scattering, shall be delivered to the RMOW, where the notice shall be made not less than five RMOW (5) business days prior to the scheduled Interment, or as may be approved by the CO.
- 6.6 Upon provision of proper notice and authorization, Interments or Scatterings may occur,
- (a) Monday through Friday, between 10:00 a.m. and 3:00 p.m. at a set time arranged with the RMOW, and
 - (b) subject to the availability of staff and payment of an overtime Fee, on a Saturday, Sunday, or Holiday observed by the RMOW, between 10:00 a.m. and 3:00 p.m.
- 6.7 The RMOW shall have the authority to suspend or cancel services at, and limit or prohibit public access to the Cemetery where severe weather, road or grounds conditions, public health measures, or other extraordinary circumstance may warrant or pose a hazard to the public or RMOW employees.
- 6.8 Every Interment or Scattering in the Cemetery shall be conducted by or performed under the supervision of the RMOW.
- 6.9 Only the RMOW shall excavate, open, or close a Lot in the Cemetery.
- 6.10 It is the responsibility of the Legal Representative of a deceased to provide the means and persons to transfer and deliver Human Remains or Cremated Remains to an Interment Lot for Interment.
- 6.11 Where a Medical Health Officer directs an Interment of Human Remains,
- (a) instructions shall be provided to the RMOW by the Medical Health Officer in advance of the Interment with respect to the procedures to be followed for the Interment, to protect the health and safety of all persons who may come into contact with the burial container bearing the Human Remains,
 - (b) the RMOW shall convey the instructions of the Medical Health Officer to every RMOW employee participating in the Interment, and
 - (c) the RMOW shall ensure the instructions are followed throughout the course of the Interment.
- 6.12 The RMOW shall exercise due care and attention in making an Interment or Disinterment, but shall not be liable for any emotional, psychological, or physical injury that may occur to a living person or injury to Human Remains or Cremated Remains, or damage to a container, Urn or other form of burial container sustained as part of an Interment or Disinterment except where such injury or damage is caused by the negligence of the RMOW.

7.0 HUMAN REMAINS INTERMENT

7.1 Human Remains for Interment in the Cemetery shall be,

- (a) enclosed in a container that complies with Cemetery Legislation,
- (b) enclosed in a container that will fit within the size of the Lot, and
- (c) interred into a Grave Liner supplied by the RMOW for the Interment Lot.

7.2 **Infant Lot:** This form of Lot is limited to,

- (a) the Interment of the Human Remains of one (1) Infant, and
- (b) the installation of one (1) Memorial marker that shall measure 25 cm (10 in.) high and 45.7 cm (18 in.) wide and 7.62 cm (3 in.) thick in size.

7.3 **Child Lot:** This form of Lot is limited to,

- (a) the Interment of the Human Remains of one (1) Child, and
- (b) the installation of one (1) Memorial marker that shall measure 25 cm (10 in.) high x 45.7 cm (18 in.) wide x 7.62 cm (3 in. thick) in size.

7.4 **Adult Lot:** This form of Lot is limited to,

- (a) the Interment of the Human Remains of one (1) Adult, and
- (b) the installation of one (1) Memorial marker, that shall measure 30.5 (12 in.) high x 51 cm (20 in.) wide x 7.62 cm (3 in.) thick in size, or
- (c) where two (2) related persons are interred in adjacent Lots, the installation of one (1) Memorial marker that shall measure 45 cm (18 in.) high x 75 cm (30 in.) wide x 7.62 cm (3 in.) thick in size and installed over the midline of the adjacent Lots.

8.0 CREMATED REMAINS INTERMENT

8.1 Cremated Remains for Interment in the Cemetery shall,

- (a) be enclosed in an Urn that will fit within the size of the Lot in which it is being interred, interred, and
- (b) for in-ground Interment, enclosed in a Grave Liner supplied by the RMOW for Interment.

8.2 **In-Ground Cremation Lot:** This form of Lot is limited to,

- (a) the Interment of the Cremated Remains of one (1) Infant, Child, or Adult, and
- (b) the installation of one (1) Memorial marker, that shall measure 20 cm (8 in.) high x 28 cm (11 in.) wide x 7.62 cm (3 in.) thick in size.

8.3 **In-Ground Double Cremation Lot:** This form of Lot is limited to,

- (a) the Interment of the Cremated Remains of up to two (2) Infant, Child, or Adult Urns, and
- (b) the installation of one (1) Memorial marker that shall measure 45 cm (18 in.) high x 56 cm (22 in.) wide x 7.62 cm (3 in.) thick in size

9.0 COLUMBARIUM NICHE INTERMENT

9.1 Cremation Niche Lot: This form of Lot is limited to,

- (a) the Interment of the Cremated Remains of one (1) Infant, Child, or Adult, ~~and~~
- (b) a niche Memorial panel - supplied, engraved, and installed by the RMOW - that conforms to design and inscription specifications established by the RMOW, ~~and~~
- (c) The dimensions of an urn containing Cremated Remains that are to be placed into a Columbaria Niche may not exceed 23 cm (9") high x 23 cm (9") wide x 23 cm (9") deep.

10.0 CREMATED REMAINS SCATTERING

10.1 Cremated Remains for Scattering in the Cemetery shall be,

- (a) limited to Scattering in a designated Scattering Garden of the Cemetery,
- (b) memorialized with a bronze plaque – supplied and installed by the RMOW – that shall measure 24 cm 9.5 in. wide by 5.5 cm (2 in.) high by 1.0 cm (3/8 in.) thick, and
- (c) that is secured to Memorial boulders located in the Scattering Garden.

10.2 Cremated Remains scattered at the Cemetery are considered, from the moment of Scattering, non-recoverable.

11.0 DISINTERMENT

11.1 Every Disinterment of Human Remains, or Cremated Remains shall be conducted in compliance with Cemetery Legislation and in a manner consistent with the dignity of adjacent Lots.

11.2 No Disinterment shall be allowed until,

- (a) the Legal Representative of the deceased has provided to the RMOW a Disinterment authorization, in a form prescribed by the RMOW,
- (b) all Fees are paid in full to the RMOW,
- (c) a Disinterment permit, as may be required and issued by Consumer Protection BC under Cemetery Legislation, has been delivered to the RMOW, and
- (d) a copy of a transport permit, as may be required and issued by the Consumer Protection BC under Cemetery Legislation, has been delivered to the RMOW.

- 11.3 An Applicant requesting a discretionary Disinterment of Human Remains or Cremated Remains from a Lot shall provide to the RMOW, and at their expense,
- (a) such proof as the RMOW may request, up to and including sworn affidavits, to establish their identity and their legal right to authorize the Disinterment, and
 - (b) a reason, satisfactory to the RMOW for the Disinterment.
- 11.4 The RMOW shall have the right to require an Applicant requesting a discretionary Disinterment, at their expense, to obtain a Court Order that compels the RMOW to make the Disinterment requested.
- 11.5 Except where ordered by a Court of competent jurisdiction or a Medical Health Officer, no person other than employees or authorized agents of the RMOW along with a duly contracted funeral director shall be permitted to be present at the Disinterment of remains in the Cemetery.
- 11.6 A Disinterment in the Cemetery shall, without exception, be performed on a day and at a time of the RMOW's choosing.
- 11.7 The RMOW's responsibility in the performance of a Disinterment is limited to,
- (a) the excavation of soil from a Lot to permit access to the human or Cremated Remains buried in the Lot,
 - (b) the opening of a sealed niche to permit access to the Cremated Remains interred in a niche,
 - (c) the removal of intact burial liners, and
 - (d) the closure of the Lot when the Disinterment/exhumation is complete.
- 11.8 No employee of the RMOW shall be required to participate in the removal of exposed Human Remains from a Lot. The removal of exposed Human Remains and their transfer into a container that fully encloses the disinterred remains shall be performed by a funeral director authorized by and employed at the expense of the Applicant requesting the Disinterment.
- 11.9 Other than the recovery of the Human Remains or Cremated Remains present in a Lot opened for a Disinterment the RMOW shall make no commitment as to the recovery of any other material, personal effect, or other extraneous item from a Disinterment Lot.
- 11.10 The RMOW shall dispose of, in a safe, environmentally sensitive, and dignified manner, all extraneous materials that may incidentally be recovered from a Disinterment Lot.

12.0 MEMORIALS: GENERAL RULES

- 12.1 It is the responsibility of a rights holder or the Legal Representative of a deceased to arrange for the supply and installation of a Memorial on a Cemetery Lot.

- 12.2 Every Memorial and the installation thereof shall conform to the Cemetery plan, the Lot type on which a Memorial is to be installed, and any rules or specifications established for Interments and Memorials established by the RMOW.
- 12.3 The size and design of a Memorial, including its maximum width, depth, and thickness, and inscription is conditional on the type of Lot or Lots on which it is being installed.
- 12.4 Every Memorial shall be constructed of granite, bronze, bronze on a granite base, or a bronze plaque.
- 12.5 Every flat granite memorial shall,
- (a) be not less than 7.62 cm thick, and
 - (b) have sides that are true and perpendicular with its top surface to ensure a level installation of the Memorial flush with the surface level of the Lot.
- 12.6 Every flat bronze Memorial shall be installed on a granite base, or reinforced concrete base that,
- (a) is not less than 7.62 cm thick,
 - (b) has a smooth finished top,
 - (c) has an exposed, smooth granite or finished surface 5 cm wide showing around each edge of the Memorial, and
 - (d) has sides that are true and perpendicular with the top surface of the attached Memorial to ensure a level installation of the Memorial flush with the surface level of the Lot.
- 12.7 No inscription, engraving, ornamentation, or combination thereof, that is inconsistent with the dignity of adjacent Lots, the Cemetery or community standards shall be placed on any Memorial.
- 12.8 Every Memorial shall be installed by the RMOW, or an approved agent of the RMOW, and the installation of Memorials shall occur during the regular days and hours of operation of the Cemetery.
- 12.9 Every Memorial, and the installation of every Memorial, shall conform to specifications and requirements established by the RMOW for Memorials at the time application is made for a Memorial installation, not at the time an Interment Right was purchased, or an Interment made.
- 12.10 No Memorial shall be installed on a Lot until,
- (a) an application for installation, which describes fully the Memorial's proposed size, design, material, inscription, and location has been submitted to the RMOW,

- (b) the RMOW determines the Memorial described on the application complies in every way with the specifications set out for Memorial placement on the Lot where installation is proposed, and
 - (c) all outstanding Fees, as may apply, for Interment Rights, Interment, a Memorial, Memorial installation, and Care Fund contributions are paid in full to the RMOW.
- 12.11 The RMOW is responsible to maintain the land of the Lot on which a Memorial is installed but is not responsible for the maintenance of a Memorial on a Lot.
- 12.12 The RMOW is not liable for, or obligated to repair, any damage to a Memorial in the Cemetery except where it can be shown damage was caused by the negligence of the RMOW.
- 12.13 If a Memorial falls into a state of disrepair, the RMOW will document the condition of the Memorial and has the authority, without prior notice, to have the Memorial removed from the Lot and placed in safekeeping, and in each case at the expense of rights holder or their successor.

13.0 GENERAL RULES AND REGULATIONS

- 13.1 From May 1 to October 31 the business days and hours of operation of the Cemetery shall, for the following purposes, be,
 - (a) **Visiting:** open every day from 8:00 a.m. to dusk,
 - (b) **Office:** located at the Whistler Municipal Hall, open Monday through Friday, from 8:00 a.m. to 4:30 p.m. and closed on weekends, and Holidays.
- 13.2 Every person, upon entering and while within the Cemetery, shall follow every instruction of the RMOW.
- 13.3 Floral tributes may be placed at the Cemetery as follows,
 - (a) on the day of an Interment and for a period of 7 days following Interment, any type of floral tribute is permitted,
 - (b) between May 1 and October 31, any type of floral tribute is permitted,
 - (c) glass vases or flower containers are always prohibited,
 - (d) flower vases for the placement of flowers on a Lot, of a design approved, supplied, and installed, at a location designated by the RMOW, at an Applicant's expense, may be permitted in each Lot,
 - (e) the RMOW is not liable for the deterioration, damage or loss of flowers, decorations or any item placed on a Lot or at a Memorial site, and

- (f) the RMOW has the right, without prior notice, to remove or order removed flowers, decorations or other items placed on a Lot or at a Memorial site that may pose a safety risk or have deteriorated or otherwise become unsightly that detracts from adjacent Lots or the and the appearance Cemetery as a whole.

13.4 No person shall,

- (a) be in the Cemetery between one (1) hour after sunset and 8:00 a.m. the following morning,
- (b) define or delineate any Lot or group of Lots in the Cemetery by a fence, railing, coping, hedge, grave cover or by any other marking,
- (c) willfully or negligently destroy, mutilate, deface, damage, injure or remove anything from the Cemetery, including and without limitation, any Memorial, plant, flower, tree, rock, or other item located in the Cemetery,
- (d) conduct any activity at the Cemetery other than attendance at an Interment or Memorial service or the visitation of a Lot for the purpose of paying respect to the dead,
- (e) conduct them self in a manner to disturb the peace, quiet and good order of the Cemetery or an Interment or Memorial service being conducted therein,
- (f) bring into or dump any rubbish, debris or other offensive item or matter in the Cemetery,
- (g) allow a Child under the age 16 years within the limits of the Cemetery that is not accompanied by a parent, guardian, or an Adult supervisor,
- (h) drive any form of recreational utility vehicle, all terrain vehicle, or powered snow vehicle,
- (i) play any manner of sports game or sport activity within the limits of the Cemetery,
- (j) otherwise violate any provision of this Cemetery Bylaw or Cemetery Legislation.

13.5 Notwithstanding subsection 13.4(d), the RMOW has the authority to permit dedicated events to be conducted in the Cemetery that are, in the opinion of the RMOW, deemed appropriate for and in keeping with the dignity and purpose of the Cemetery.

13.6 No tree, shrub, plant, bulb, flower, or other decorative plant feature may be planted, pruned, cut down, removed, or otherwise altered on a Lot or anywhere else within the limits of the Cemetery without the express consent of the RMOW.

13.7 No gratuity or extraordinary consideration shall be paid to or accepted by an employee or agent of the RMOW for any service rendered or good provided in connection with the Cemetery.

14.0 CEMETERY FEES

- 14.1 The RMOW shall establish the Fees that are charged at the Cemetery.
- 14.2 The Fees established for the Cemetery shall be, but are not limited to Fees for the,
- (a) provision of Interment Rights,
 - (b) Care Fund contribution rates to be collected for the Cemetery, in compliance with Cemetery Legislation,
 - (c) provision of Interment services,
 - (d) purchase of a Memorial,
 - (e) provision of a Memorial installation,
 - (f) provision of any overtime or special service, and
 - (g) provision of any other service or good ancillary to the provision of service, operation, or maintenance at the Cemetery.
- 14.3 Cemetery Fees shall be,
- (a) set at rates that ensure the Cemetery is operated in a fiscally sustainable manner and not create an unreasonable operational subsidy burden on the RMOW's taxpayers,
 - (b) adjusted at least annually on January 1 of each calendar year, and
 - (c) the annual Fee increase shall be not less than the CPI - based on the 12-month period of September to September immediately preceding January 1 - and not more than, the CPI rate used plus an additional 2%.

15.0 CEMETERY CARE FUND

- 15.1 The RMOW shall establish and maintain a Care Fund for the long-term care and maintenance of the Cemetery and the Lots therein.
- 15.2 The Care Fund shall be maintained at the RMOW's financial institution in a separate account designated "Cemetery Care Fund".
- 15.3 The CO shall be responsible for all deposits to the account and for ensuring that,
- (a) the account and all deposits comply with all applicable provisions of Cemetery Legislation,
 - (b) the investment of monies in the Care Fund are permitted by and in compliance with Cemetery Legislation, *the Local Government Act, the Community Charter [SBC 2003] Chapter 26*, and

- (c) the interest earned on investments of the Care Fund may be used for the maintenance and care of the Cemetery in the year in which the interest is earned, or the interest may be retained in the Care Fund to increase the principal sum of the Care Fund.

- 15.4 The principal of the Care Fund shall not be reduced other than in accordance with an order from Consumer Protection BC pursuant to the Cemetery Legislation.
- 15.5 The RMOW may accept voluntary donations to the Care Fund from any person or organization and said donations shall be added to the principal of the Care Fund.

16.0 OFFENCES AND PENALTIES

- 16.1 A person, or a group of persons, who through their immediate behavior, or a pattern of behavior tracked over time, contravenes this Cemetery Bylaw shall be guilty of an offence and shall be liable, on summary conviction, to a penalty of not less than \$50.00 and not more than \$2,000.00.
- 16.2 A contravention of this Cemetery Bylaw that continues more than one day may constitute a continuous offence.

17.0 INTERPRETATION AND TRANSITIONAL PROVISIONS

- 17.1 The headings given to the parts, sections and paragraphs in this Cemetery Bylaw are for convenience of reference only. They do not form part of this Cemetery Bylaw and will not be used in the interpretation of this Cemetery Bylaw.
- 17.2 If any part, section, subsection, or phrase, of this Cemetery Bylaw is for any reason held to be invalid by a Court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Cemetery Bylaw.
- 17.3 The Schedule listed here and as attached form a part of this Cemetery Bylaw,

- **Schedule 'A': Cemetery Fees**

- 17.4 "Cemetery Bylaw No. 1788, 2006" is hereby repealed in its entirety.

GIVEN FIRST, SECOND AND THIRD READINGS this 20th day of June, 2023.

ADOPTED this 4th day of July, 2023.

Jack Crompton,
Mayor

Pauline Lysaght,
Corporate Officer

I HEREBY CERTIFY that
this is a true copy of "Cemetery
Management Bylaw No. 2367,
2023".

SCHEDULE 'A': CEMETERY FEES 2025

INTERMENT RIGHTS: HUMAN REMAINS		
	<u>RESIDENT</u>	<u>NON-RESIDENT</u>
ADULT LOT	\$ 1,554.60	\$ 1,554.60
Care Fund*	518.20	2,591.00
Total Adult Lot Price	\$ 2,072.80	\$ 4,145.60
CHILD LOT	\$ 1,165.95	\$ 1,165.95
Care Fund*	388.65	1,165.95
Total Child Lot Price	\$ 1,554.60	\$ 2,331.90
INFANT LOT	\$ 777.30	\$ 777.30
Care Fund*	259.10	777.30
Total Infant Lot Price	\$ 1,036.40	\$ 1,554.60
INTERMENT RIGHTS: CREMATED REMAINS		
	<u>RESIDENT</u>	<u>NON-RESIDENT</u>
IN-GROUND CREMATION LOT	\$ 1,165.95	\$ 1,165.95
Care Fund*	388.65	1,165.95
Total In-Ground Cremation Lot Price	\$ 1,554.60	\$ 2,331.90
IN-GROUND DOUBLE CREMATION LOT	\$ 2,020.98	\$ 2,020.98
Care Fund*	673.66	2,020.98
Total In-Ground Double Cremation Lot Price	\$ 2,694.64	\$ 4,041.96
COLUMBARIUM CREMATION LOT	\$ 1,165.95	\$ 1,165.95
Care Fund*	388.65	1,165.95
Total Columbarium Lot Price	\$ 1,554.60	\$ 2,331.90
CREMATION SCATTERING	\$ 310.92	\$ 310.92
Care Fund*	51.82	207.28
Total Scattering Price	\$ 362.74	\$ 518.20

SCHEDULE 'A': CEMETERY FEES 2025 cont.

INTERMENT	
Adult Interment	\$ 2,176.44
Child Interment	\$ 1,554.60
Infant interment	\$ 1,088.22
Cremated Remains: In-Ground Interment	\$ 621.84
Cremated Remains: In-Ground Liner (<i>mandatory</i>)	103.64
Total In-Ground Cremation Interment Fee:	\$ 725.48
Cremated Remains: Columbarium Inurnment	\$ 518.20
Weekend / Interment (add to above)	\$ 1,036.40
Holiday Interment (add to above)	\$ 1,554.60
MEMORIALS	
In-Ground Lot: Memorial Marker Installation	\$ 362.74
In-Ground Lot: Memorial Care Fund*	51.82
Total In-Ground Memorial:	\$ 414.56
Columbaria Niche: Panel Engraving**	\$ 518.20 \$530.00
Columbaria Niche: Panel Removal / Urn Placement / Panel Re-Install	362.74
Columbaria Niche: Shipping Fees for Markers**	100.00
Columbaria Niche: Care Fund*	51.82
Total Columbaria Niche Memorial:	\$ 932.76 \$ 1044.56
Scattering Memorial: Bronze Plaque, Engraving & Installation	\$ 362.74
Scattering Memorial: Bronze Plaque & Engraving**	300.00
Scattering Memorial: Shipping Fees for Markers**	50.00
Scattering Memorial: Care Fund*	51.82
Total Scattering Memorial:	\$ 414.56 \$ 764.56

Memorials: Extra inscription or engraving, special characters, photos, other customization** – subject to RMOW approval.	<i>By Quotation</i>
In-Ground Lot: Memorial Marker Removal & Re-Installation	\$ 362.74
Other: Interment Rights Transfer / Records & Administration Fee	\$ 77.73

Cemetery Fees – except Care Fund contributions - subject to GST

**Care Fund fees are mandatory by law*

***Subject to PST*

Fees subject to change

RESORT MUNICIPALITY OF WHISTLER

WHISTLER MUNICIPAL HELIPORT BYLAW NO. 2490, 2025

A BYLAW TO IMPOSE FEES AND CHARGES AND ESTABLISH OPERATIONAL REQUIREMENTS AT THE WHISTLER MUNICIPAL HELIPORT

WHEREAS the Resort Municipality of Whistler (RMOW) deems it desirable to provide for the operation, maintenance and management of the Whistler municipal heliport legally described as:

Block J of District Lots 3760 and 7772
Group 1
New Westminster District
(Heliport)

AND WHEREAS pursuant to the *Community Charter*, the Council of the RMOW may, by bylaw, set fees or charges in respect of all or part of a service of the RMOW, or for the use of property of the RMOW;

NOW THEREFORE the Council of the RMOW, in open meeting assembled, **ENACTS AS FOLLOWS:**

CITATION

1. This bylaw may be cited for all purposes as "Whistler Municipal Heliport Bylaw 2490, 2025" (Bylaw).

FEE SCHEDULE

2. The fees and charges for use of the Heliport shall be as shown on Schedule A, attached to and forming part of the Bylaw.

LANDING FEES

3. The landing fees set out in Schedule A are charged per landing. Each time a helicopter lands at the Heliport constitutes a separate landing, regardless of the number of landings made within a single day or operation.

EXEMPTIONS FROM LANDING FEES

4. The following helicopters are exempt from paying landing fees:
 - a) helicopters that are owned or operated by, or subcontracted to, a company holding a current lease at the Heliport; and
 - b) helicopters used for medical emergency situations and air transport for medical patients.

HELICOPTER PARKING

5. Helicopters that wish to park at the Heliport past sunset or for extended stays are subject to additional fees as set out in Schedule A and must pre-arrange the parking through the current Heliport management services operator.
6. The RMOW assumes no responsibility or liability for any helicopter parked on Heliport property. Parking of a helicopter, whether attended, unattended, or overnight is entirely at the owner and/or operator's risk.

HELICOPTER SAFETY REQUIREMENTS

7. Helicopters may only conduct landing, take-offs, on-ground movements, and other operational activity at the Heliport during daylight hours (sunrise to sunset), except where night operations are permitted under section 13.
8. Helicopter operators are responsible for the safe conduct of their helicopter while on-site, including the safe loading and unloading of passengers and cargo.
9. All road vehicles are prohibited from entering active helicopter surfaces, including the landing pad, taxiway, and safety zones. This includes, but is not limited to, driving up airside to a helicopter.
10. All road vehicles shall remain in the designated parking areas.
11. The RMOW reserved the right to temporarily restrict or suspend Heliport operations at any time for safety, operational or other municipal purposes, without prior notice.
12. The following must be reported to immediately to the current Heliport management services operator and may be subject to repair or remediation fees at the helicopter owner's expense:
 - a) damage to Heliport property; or
 - b) Release of fuel, oil, hydraulic fuel, or any other harmful substance on Heliport property.

NIGHT OPERATIONS

13. Night operations, defined as after sunset and before sunrise, including landings, takeoffs, or repositioning, shall only be permitted at the Heliport if the helicopter meets the light and operational standards as outlined in *Transport Canada Advisory Circular (AC) 301-001 – Heliports*, and all other applicable aviation regulations.

REGULATORY COMPLIANCE

14. All helicopter operators landing, taking off, or conducting any ground movements at the Heliport must comply with all applicable aviation laws,

regulations, and standards, including but not limited to the *Canadian Aviation Regulations* and *Transport Canada Advisory Circular (AC) 301-001 – Heliports*.

SEVERABILITY

15. If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed, and the remainder of the Bylaw is deemed valid.

BYLAW AND LEGISLATION CHANGES

16. If any legislation or bylaws referred to in the Bylaw, including provincial or federal statutes and regulations and RMOW bylaws are amended, repealed and replaced, or otherwise updated, the most current version is deemed to be in effect.

GIVEN FIRST, SECOND and THIRD READINGS this ____ day of ____, 2025.

ADOPTED this ____ day of ____, 2025.

Jack Crompton,
Mayor

Pauline Lysaght,
Corporate Officer

I HEREBY CERTIFY that this is a true copy of "Whistler Municipal Heliport Bylaw No. 2490, 2025".

SCHEDULE A

WHISTLER MUNICIPAL HELIPORT FEES

Note: Fees do not include applicable taxes.

1. HELICOPTER LANDING FEES

Helicopter Type	Definition	Fee
Light Helicopter	Maximum take-off weight is less than or equal to 2,720 kg	\$70.00
Medium Helicopter	Maximum take-off weight is greater than 2,720 kg and less than or equal to 5,670 kg	\$90.00
Heavy Helicopter	Maximum take-off weight is greater than 5,670 kg	\$130.00

2. HELICOPTER PARKING FEES

Length of Stay	Fee
First Overnight (sunset to sunrise)	\$100.00
Each subsequent 24 hour (or part thereof) stay	\$100.00

3. REPAIR OR REMEDIATION CHARGES

Repair/Remediation Charges	Fee
Repair costs due to damage to Heliport property	Cost of repair + 10% administration fee
Remediation costs due to release of fuel, oil, hydraulic fuel, or any other harmful substance on Heliport property	Cost of remediation + 10% administration fee

RESORT MUNICIPALITY OF WHISTLER

BUILDING REGULATION BYLAW NO. 2482, 2025

A BYLAW FOR THE ADMINISTRATION OF THE BUILDING CODE AND
THE REGULATION OF CONSTRUCTION IN WHISTLER

WHEREAS the Council of the Resort Municipality of Whistler (“RMOW”) has the authority to enact this Bylaw to regulate construction and administer the British Columbia *Building & Plumbing Code* in the RMOW in accordance with the *Community Charter* and the *Building Act*;

AND WHEREAS the Council of the RMOW may by bylaw, regulate, prohibit and impose requirements in respect of buildings and structures under the authority of the *Community Charter* relating to :

- (a) the provision of access to a building or other structure, or to part of a building or other structure, for a person with disabilities;
- (b) the conservation of energy or water;
- (c) the reduction of greenhouse gas emissions; and
- (d) the health, safety or protection of persons or property;

AND WHEREAS the RMOW has employed trained building officials for the purposes of this Bylaw;

NOW THEREFORE the Council of the RMOW, in open meeting assembled, **HEREBY ENACTS AS FOLLOWS:**

PART 1 CITATION

1.1 This bylaw may be cited as “Building Regulation Bylaw No. 2482, 2025” (Bylaw).

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PART 3 SEVERABILITY

- 3.1 The provisions of this Bylaw are intended to be severable. If any section, subsection, paragraph, subparagraph or phrase in this Bylaw is for any reason declared invalid by a court of competent jurisdiction, that decision should not affect the validity of any other portion of the Bylaw.

PART 4 PURPOSE OF THE BYLAW

- 4.1 Despite any other provisions in this Bylaw, this Bylaw must be interpreted in accordance with this part.
- 4.2 Every Permit issued under this Bylaw is issued expressly subject to the provisions of this part.
- 4.3 This Bylaw is enacted to regulate, prohibit, and impose requirements regarding Construction in the RMOW in the public interest.
- 4.4 The purpose of this Bylaw does not extend to:
- (a) the protection of Owners, Designers, Constructors, or any other persons from economic loss;
 - (b) the assumption by the RMOW or any Building Official of any responsibility for ensuring compliance by any Owner, Owner's Agents or any employees, Constructors or Designers retained by the Owner, with the Building Code, the requirements of this Bylaw, or other applicable enactments, codes or standards;
 - (c) providing any person with a warranty of design or workmanship with respect to any Building or Structure for which a Permit, Occupancy Permit or File Completion Notice is issued under this Bylaw;
 - (d) providing any person with a warranty or assurance that Construction undertaken under Permits issued by the RMOW is free from latent, or any defects; or
 - (e) the protection of adjacent real property from incidental damage or nuisance.

PART 5 SCOPE AND EXEMPTIONS**Application**

- 5.1 This Bylaw applies to the geographical area of the RMOW and to Land, the surface of water, air space, Buildings, or Structures in the RMOW.
- 5.2 Subject only to the exceptions in section 5.4, this Bylaw applies to the design, Construction, and Occupancy of new Buildings and Structures, and the Alteration, reconstruction, demolition, removal, or relocation of Existing Buildings and Structures.
- 5.3 Metric units are used for all measurements in this Bylaw; however, where necessary the approximate equivalent of those units in commonly used units of imperial measure (feet, inches, etc.) are shown in brackets following each metric measurement and such bracketed figures are included for convenience only and do

not form part of this Bylaw. Any ambiguity, conflict, or inconsistency between the metric measurements and the imperial measurements will be resolved by giving precedence to the metric measurements.

5.4 This Bylaw does not apply to:

- (a) a fence, except as set out in Part 17 of this Bylaw;
- (b) an accessory building with a floor area of less than 10m² that does not contain electrical, fuel-burning or plumbing facilities;
- (c) a trellis or arbour;
- (d) a Retaining Wall less than 1.22m in height, constructed only for the purpose of supporting Soil, which does not, constitute a potentially Unsafe Condition and which is not part of a sequence of Retaining Walls, spaced less than two horizontal to one vertical from each other;
- (e) landscaping or other surfacing of Land, except when creating a public parking lot;
- (f) bridges other than pedestrian and vehicular bridges attached to Buildings;
- (g) docks or wharves;
- (h) decks or patios which are less than 600mm from the ground or finished Grade, which are not attached to a Building and have no walls or roofs;
- (i) repair and maintenance of lawfully conforming Buildings or Structures where the level of life safety and Building performance shall not be decreased below a level that already exists, because of the repair or maintenance in question and includes but is not limited to;
 - i. repair and maintenance or limited replacement that is less than 10% of the Fenestration products in a 12-month period of roofing, cladding and Fenestration;
 - ii. the cleaning or repair of mechanical heating and ventilation systems other than commercial ventilation systems; and
 - iii. the clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, or the replacement of tubs, showers, toilets, lavatories or sinks if the Construction does not involve or require the rearrangement of valves, pipes or fixtures, or hot water tanks.
- (j) a Storage Racking system less than 2.6m in height that is not machine loaded for commercial or industrial uses.

Limited Application to Existing Buildings

- 5.5 Except as specifically provided in the Building Code or this Bylaw, this Bylaw shall not be interpreted as requiring a Building constructed to completion or under construction pursuant to a Permit issued before the enactment of this Bylaw to be reconstructed or altered to meet the standards in this Bylaw or the Building Code.

- 5.6 If an Alteration is made to an Existing Building, the Alteration must comply with this Bylaw and the Building Code and the entire Building must be made to comply with this Bylaw and the Building Code, but only to the extent necessary to address any new Building Code compliance issues introduced in the remainder of the Building as a result of the Alteration.
- 5.7 If an Alteration creates an Addition to an Existing Building, the Alteration or Addition must comply with this Bylaw and the Building Code and the entire Building must be made to comply with this Bylaw and the Building Code, but only to the extent necessary to address any new Building Code compliance issues introduced in the remainder of the Building as a result of the Alteration or Addition.
- 5.8 Where a Building is demolished, deconstructed, or damaged by fire, decay, storm, or otherwise, to an extent greater than 75 per cent of its Assessed Value upon its Foundations, this Bylaw applies to any repair, reconstruction or replacement of the Building as if it were a new Building, and the entire Building must comply with the Building Code.

PART 6 PROHIBITIONS

- 6.1 A person shall not commence or continue any Construction, or any other activity or undertaking, to which this Bylaw applies except in accordance with:
- (a) the requirements of the Building Code and this Bylaw; and
 - (b) a valid and subsisting Permit for the Construction, issued under this Bylaw.
- 6.2 A person shall not occupy or permit the Occupancy of, any Building or Structure or part thereof, for which a Permit under this Bylaw has been issued, contrary to the terms of such Permit unless a Building Official has issued an Occupancy Permit.
- 6.3 A person shall not knowingly submit false or misleading information to a Building Official in relation to any Permit application or Construction undertaken pursuant to this Bylaw.
- 6.4 Except in accordance with this Bylaw, a person shall not erase, alter, or modify plans and supporting documents filed for reference with the Building Official, including acceptance of revised plans or supporting documents after the same has been Accepted by the Building Official or a Permit has been issued.
- 6.5 A person shall not reverse, alter, deface, cover, remove, or in any way tamper with any notice, Permit, or certificate posted or affixed to a Building or Structure pursuant to this Bylaw, unless authorized in writing by a Building Official.
- 6.6 A person shall not do any Construction that is substantially at variance with the Accepted design or plans of a Building, Structure, or other Construction for which a

Permit has been issued unless that variance has been authorized in writing by a Building Official.

- 6.7 A person shall not interfere with or obstruct the entry of a Building Official or other authorized RMOW official to a property in the administration of this Bylaw.
- 6.8 A person shall not Construct on a Parcel unless the civic address is conspicuously posted on the front of the premises or on a signpost so it may be easily read from the public Highway from which it takes its address.
- 6.9 A person shall not cover or conceal any Construction required to be inspected under this Bylaw without first obtaining written authorization from a Building Official.
- 6.10 A person shall not continue any Construction if a Stop Work Order is posted by a Building Official or Bylaw Officer, other than the permitted Construction outlined on the Stop Work Order.
- 6.11 A person shall not occupy a Building, Structure, or any part of it, if a Do Not Occupy Notice is posted by a Building Official, Bylaw Officer or Fire Chief.
- 6.12 A person shall not allow loose or blowing debris and all Projects shall be subject to a continuous and effective program of dust control during the various phases of Construction.
- 6.13 A person shall not alter, allow or cause damage to Municipal Works or property.
- 6.14 A person shall not allow Construction to extend outside the boundaries of the property on which the Construction is or has been permitted to be located and shall otherwise ensure that the Construction does not adversely affect adjacent properties.
- 6.15 A person shall not place water within a Pool until a Pool fence or equivalent temporary barrier is inspected and Accepted by a Building Official is put in place.
- 6.16 A person shall not allow a direct connection to be made between any sewer or any other drainage system and any line connected to a Pool as required under the Environmental Protection Bylaw No. 2426, 2025.
- 6.17 A person shall not allow a Pool to be designed with a direct connection from the domestic water supply below the flood level of the Pool unless protected by an approved backflow prevention device.

PART 7 POWERS OF A BUILDING OFFICIAL

Administration

- 7.1 Words defining the authority of Building Officials are to be construed as internal administrative powers and not as creating a duty.

7.2 A Building Official may:

- (a) administer this Bylaw, but owes no public duty to enforce or administer this Bylaw;
- (b) keep records of applications received; Permits, notices and orders issued; and inspections and tests made;
- (c) retain copies of all digital, or hard copy papers, and documents connected with the administration of this Bylaw;
- (d) establish or require an Owner to establish whether a method or type of Construction or material used in the Construction of a Building or Structure complies with the requirements and provisions of this Bylaw and the Building Code;
- (e) direct that tests of materials, equipment, devices, construction methods, structural assemblies or Foundations be carried out, or that sufficient evidence or proof be submitted by the Owner, or at the Owner's sole expense, where such evidence or proof is necessary to determine whether the material, equipment, device, Construction or Foundation condition complies with this Bylaw and the Building Code.

Refusal and Revocation of Permits

7.3 A Building Official may refuse to issue a Permit where:

- (a) the proposed Construction will contravene the requirements of the Building Code or the provisions of this or any other bylaw of the RMOW;
- (b) the proposed Construction requires a Development Permit and the RMOW has not issued a Development Permit, or the proposed Construction is not in compliance with an issued Development Permit that is still valid;
- (c) the results of the tests on materials, devices, construction methods, structural assemblies or Foundation conditions are not satisfactory to the Building Official;
- (d) the Parcel referred to in the Permit application does not:
 - i. have vehicular access; or
 - ii. meet requirements of other RMOW Bylaws: or
- (e) the Building Official has identified, on the Parcel that is the subject of the Permit application, an outstanding, ongoing or otherwise unresolved violation of this or any other Bylaw of the RMOW regarding the Construction, Occupancy or use of any Building, Structure or part thereof.

and if a Building Official refuses to issue a Permit, the Building Official must give the Owner written reasons for the refusal.

7.4 A Building Official may:

7.4.1 revoke a Permit if:

- (a) a condition under which the Permit was issued is violated.
- (b) any requirement of the Building Code or of this Bylaw or another related bylaw of the RMOW is violated;
- (c) the Permit was issued in error;
- (d) Homeowner Protection Office Registration under the *Homeowner Protection Act* ("HP Act") is cancelled or terminated;
- (e) the Building Official determines the Permit was issued based on false or incorrect information; or
- (f) the results of any tests carried out pursuant to, or required by, the Permit are not satisfactory to the Building Official.

7.5.2 deliver the revocation of such Permit by a written notice to the Owner.

Right of Entry

- 7.5 Subject to Section 16 of the *Community Charter*, a Building Official has the authority to enter on or into any property at any time to ascertain whether the requirements of this Bylaw are being met or has any reason to believe that an Unsafe Condition exists.

Powers

- 7.6 Subject to applicable enactments, a Building Official may, by notice in writing, require:
- (a) a person or Owner who contravenes any provision of this Bylaw to comply with that provision within the time ordered;
 - (b) an Owner to stop Construction on a Building or Structure, or any part thereof, if the Construction is proceeding in contravention of this Bylaw, the Building Code, or any other enactment of the RMOW or other applicable enactments, or if there is deemed to be an Unsafe Condition, and may enter any property to affix or post a Stop Work Order;
 - (c) an Owner to remove or prevent any unauthorized encroachment on a public Parcel, a statutory right of way or easement, or a setback required under any enactment;
 - (d) an Owner to remove any Building or Structure, or any part thereof, constructed in contravention of this Bylaw;
 - (e) an Owner to have Construction inspected by a Building Official prior to covering;

- (f) an Owner to uncover and replace, at the Owner's expense, any Construction that has been covered without inspection contrary to this Bylaw or an order issued by a Building Official;
- (g) a person to cease any use or Occupancy that contravenes this Bylaw;
- (h) a person to cease any use or Occupancy if any Unsafe Condition exists because of Construction being undertaken but not complete and where the Building Official has not issued a File Completion Notice or Occupancy Permit for the Construction; and
- (i) an Owner to correct any Unsafe Condition, or Construction that contravenes this Bylaw, the Building Code, or any other enactment.

7.7 Every reference to "Owner" in section 7.6 includes a reference to the Constructor.

7.8 Every person served with a notice under this part must comply with that notice:

- (a) within the time ordered, or
- (b) if no time is ordered, immediately.

PART 8 OWNER'S RESPONSIBILITIES

Owner's Obligations

8.1 Every Owner shall, in respect of any Construction carried out or otherwise occurring on Land that a person owns:

- (a) comply with the Building Code, the requirements of this Bylaw, and the conditions of a Permit, and shall not omit any Construction required by the Building Code, this Bylaw, or the conditions of a Permit; and
- (b) ensure that all Permits, plans, specifications, and supporting documents on which a Permit is based; all municipal inspection certificates; and all professional Field Reviews are available at the site of the Construction for inspection during working hours of the Building Official, and that all Permits are posted conspicuously on the site during the entire execution of the Construction; and

8.2 None of the:

- (a) issuance of a Permit under this Bylaw,
- (b) the review of plans and supporting documents by a Building Official, or
- (c) inspections made by a Building Official or other Registered Professional

shall relieve the Owner from full and sole responsibility to perform the Construction in strict accordance with this Bylaw, the Building Code, and all other applicable codes, standards, and enactments.

8.3 Every Owner to whom a Permit is issued shall, during Construction:

- (a) in accordance with section 6.8, post a civic address on the Parcel so that it may be easily read from the road from which the property takes its address;
- (b) post the Permit placard on the property so that it may be easily read from the road from which the property takes its address;
- (c) provide Building Officials with safe access to the Construction site and all areas requiring inspection;
- (d) ensure the Construction site is maintained free of loose or blowing debris and is subject to a continuous and effective program of dust control during the various phases of Construction; and
- (e) ensure that any applicable Whistler Fire Rescue Service fire exemption permits are in place at the required fire rating restriction times.

Damage or Alteration to Municipal Works

8.4 Every Owner shall be responsible for the cost of repairing and cleaning up any damage or non-authorized Alterations to Municipal Works that occurs during and arises directly or indirectly from the Construction authorized by the Permit. In the event of damage:

- (a) the Owner shall pay to the RMOW, within 30 days of receiving an invoice from the RMOW, the cost to repair any damage to Municipal Works arising directly or indirectly for which a Permit was issued; and
- (b) if the invoice for the repairs is not paid within 30 days, the amount may be added to the Owner's property taxes.

Notice

8.5 Every Owner shall provide a Building Official with at least 48 hours notice of any change in, or termination or engagement of, a Registered Professional, including Coordinating Registered Professional, during Construction.

8.5.1 If an Owner terminates the engagement of a Registered Professional, including the Coordinating Registered Professional, the Owner shall cease all Construction under a Permit until the Owner has engaged a new Registered Professional, including a Coordinating Registered Professional, and has delivered to a Building Official new letters of assurance in the form of a Schedule

A & B as outlined in the Building Code.

- 8.6 Every Owner shall provide a notice in writing to a Building Official and pay the applicable fee, as set out in the Fees Bylaw, immediately upon any change in ownership of the Owner, which occurs prior to the issuance of an Occupancy Permit.
- 8.7 Every Owner shall provide such other notice to a Building Official as may be required by the Building Official or by a provision of this Bylaw.
- 8.8 Every Owner shall obtain, prior to the Occupancy of a Building or part thereof, the Occupancy Permit from the Building Official to occupy the Building or part thereof, pursuant to Part 11.

PART 9 OBLIGATIONS OF CONSTRUCTOR

- 9.1 No Constructor shall carry out Construction except in compliance with all requirements of the Building Code, this Bylaw and all other applicable codes, standards, and enactments.
- 9.2 No Constructor shall carry out any Excavation or other Construction on public property, disturb public property, erect any Building or Structure on public property, or store materials or equipment on public property, in whole or in part, without approval in writing from the Owner or appropriate authority over such public property.
- 9.3 For the purposes of the administration and enforcement of this Bylaw, every Constructor is jointly and severally responsible with the Owner for all Construction undertaken under a Permit or otherwise.

PART 10 REGISTERED PROFESSIONAL'S RESPONSIBILITIES

Professional Design and Field Review

- 10.1 The provision by the Owner to the RMOW of letters of assurance in accordance with the requirements of the Building Code shall occur prior to:
- (a) the pre-Occupancy site review coordinated by the Coordinating Registered Professional or other Registered Professional for a Part 3 Building; or
 - (b) an Occupancy inspection for a Part 9 Building in circumstances where letters of assurance have been required in accordance with the requirements of the Building Code, in which case the Owner shall provide the RMOW with letters of assurance in the form of Schedules C-A or C-B, as appropriate, as outlined in the Building Code.
- 10.2 If a Registered Professional provides letters of assurance in accordance with the Building Code, they must also provide adequate proof of professional liability insurance to the Building Official.

Requirement for a Registered Professional

10.3 The Owner must retain a Registered Professional to provide a professional design and plan certification and letters of assurance in the form of Schedules A, B, C-A and C-B, as referred to in the Building Code, in respect of a Permit application:

- (a) for a Part 3 Building, prior to the pre-Occupancy site review coordinated by the Coordinating Registered Professional or other Registered Professional; or
- (b) for a Part 9 Building, prior to an Occupancy inspection in circumstances where letters of assurance have been required in accordance with the requirements of the Building Code;
- (c) for a building that is designed with common egress systems for the occupants and requires the use of Firewalls in accordance with the Building Code;
- (d) prior to Alterations to a Building, or to a structural component of a Building described in paragraph (b);
- (e) for a Building in respect of which the Building Official determines that site conditions, size or complexity so warrant in the interests of safety of persons or protection of property under the Building Code;
- (f) if the Building envelope components of the Building fall under Division B Part 3 of the Building Code, the Building contains more than 5 (five) dwellings, or if the building envelope does not comply with the prescriptive requirements of Division B - Part 9 of the Building Code; and
- (g) for a Parcel of Land on which a Building or Structure is proposed if the Building Official believes the Parcel is, or is likely to be, within the Flood Plain, subject to flooding (including high groundwater), mudflows, debris flows, debris torrents, erosion, landslip, rock falls, subsidence or avalanche, and the requirements for a Professional Design is in addition to a requirement under Division 8 of Part 3 of the *Community Charter* and requires:
 - i. a report certified by a professional engineer with experience in geotechnical engineering that the Parcel may be used safely for the use intended, and
 - ii. that the plans submitted with the application comply with the relevant provisions of the Building Code and applicable Bylaws of the RMOW.

10.4 The Building Official may require any Registered Professional carrying out the Professional Design and Field Review required under section 10.3 to provide evidence that they have experience and expertise in respect of the Professional Design and Field Review of the context and scope required and at the discretion of the Building Official, a peer review may be required prior to the acceptance of any Professional Design or Field Reviews conducted by a Registered Professional.

- 10.5 Where there are three (3) or more Registered Professionals involved in a Project, a Building Code Schedule A – Confirmation of Commitment by Owner and Coordinating Registered Professional shall be provided at time of Permit application.

Professional Plan Certification

- 10.6 The letters of assurance in the form of Schedules A and B as referred to in subsection 2.2.7, Division C, of the Building Code and referred to in sections 10.1 and 10.3 are relied upon by the RMOW and its Building Officials as certification that the design and plans to which the letters of assurance refer comply with the Building Code, this Bylaw and other applicable enactments.
- 10.7 Letters of assurance must be in the form of Schedules A and B referred to in subsection 2.2.7, Division C, of the Building Code.
- 10.8 For a Permit issued for the Construction of a Part 3 Building, the Building Official shall provide the Owner with a notice that the Permit is issued in reliance on the certification of the Registered Professional that the Professional Design and plans submitted in support of the application for the Permit comply with the Building Code and other applicable enactments. Any failure on the part of the Building Official to provide the Owner with the notice will not diminish or invalidate the reliance by the RMOW or its Building Officials on the Registered Professionals.
- 10.9 If a Permit is issued for the Construction of a Part 3 Building, the Permit fee is reduced as set out in the Fees Bylaw.

PART 11 PERMIT APPLICATIONS REQUIREMENTS

- 11.1 An Owner may apply for a Permit under this Bylaw by:
- (a) completing the relevant application form, as amended or updated from time to time;
 - (b) providing all information required for the application as set out in this Bylaw, and any further information reasonably required by the Building Official to evaluate and assess the application for compliance with this Bylaw, the Building Code, and other relevant enactments; and
 - (c) pay the required fee, as set out in the Fees Bylaw.
- 11.2 The Building Official may prescribe the form and content of application forms for the purposes of this Bylaw, and in so doing may prescribe different forms for different types of Permits based on the nature or complexity of the application.

Types of Permits

- 11.3 Without limiting the authority to establish different application requirements for different types of Permits, depending on the scope of Construction proposed by a person who applies for a Permit, a Building Official may accept an application and issue a Permit for any one or more of the following:
- (a) Building Move or Placement, in accordance with Part 12;
 - (b) Demolition or Partial Demolition of Buildings, in accordance with Part 13;
 - (c) Fire Alarms, in accordance with Part 14;
 - (d) Mechanical Ventilation and Heating, in accordance with Part 15;
 - (e) Plumbing and Fire Suppression Systems, in accordance with Part 16;
 - (f) Pools, including In-ground Pools and Hot Tubs, in accordance with Part 17;
 - (g) Retaining Walls, in accordance with Part 18;
 - (h) Solar Hot Water and Photovoltaic Solar Panel Systems, in accordance with Part 19;
 - (i) Temporary Buildings, in accordance with Part 20;
 - (j) Storage Racking, in accordance with Part 21;
 - (k) Solid Fuel-Burning Appliances, in accordance with Part 22;
 - (l) Exterior Envelope Renovation, in accordance with Part 23; and
 - (m) Site Alteration, in accordance with Part 24.
- 11.4 Prior to an application for a Permit, the Owner shall satisfy the following requirements or conditions, as applicable under the application:
- (a) ensure the proposed Building or Structure, or other Construction, complies with all Bylaws of the RMOW, or is authorized by a Development Permit, Development Variance Permit or the Board of Variance;
 - (b) the approving officer for the RMOW has approved the subdivision plan that, once registered, would create the Parcel on which the proposed Building or Structure will be Constructed, and the subdivision plan has been registered in the Land Title Office;
 - (c) has provided evidence to the Building Official showing that the person applying for the Permit is either the Owner of the Parcel that is the subject of the proposed

Permit, or is the Agent of the Owner, in which case, the Agent must provide the name and contact information of the Owner;

- (d) address the property or Building in accordance with RMOW requirements and Bylaws;
- (e) show proof of application for registration or exemptions for home warranty for Projects governed under the HP Act;
- (f) apply for and obtain approval from the RMOW and other applicable public authorities for an alternate Private Sewage Disposal System where the Parcel is not able to be connected to the RMOW's sewage disposal system;
- (g) apply for and obtain approval from the RMOW, and other applicable public authorities for an alternate water supply system where the Parcel is not able to be connected to the RMOW's water system; and
- (h) provide a design for an on-site stormwater drainage system where the Parcel is not connected to the RMOW's stormwater drainage system unless the Owner applies for and obtains approval from the RMOW to connect to the RMOW's stormwater system.

Permit Applications for Part 3 Buildings

11.5 An application for a Permit with respect to a Part 3 Building shall:

- (a) be in such form as required by the Building Official and signed by the Owner or a signing officer if the Owner is a corporation;
- (b) include payment of the applicable application fee as prescribed in the Fees Bylaw;
- (c) be accompanied by the RMOW's current Owner's acknowledgement of responsibility and undertaking form signed by the Owner, or a signing officer if the Owner is a corporation;
- (d) ensure that plans submitted with a Permit application bear the name, phone number, address and email address of the Designer of the Building or Structure;
- (e) include a Building Code compliance summary including the applicable edition of the Building Code, (such as and without limitation the Building is designed under Part 3 of the Building Code, Major Occupancy classification(s) of the Building, Building Area, Building Height, number of streets the Building faces, accessibility requirements, Construction areas, washrooms, Firewalls and facilities);
- (f) include a copy of a survey plan prepared by a Land Surveyor registered by the Association of BC Land Surveyors or a certified member of the Applied Science Technologists and Technicians of British Columbia as a Registered in Site

Improvements Surveyor (either a Land Surveyor);

- (g) include a Construction fire safety plan as per Section 5.6 of the *British Columbia Fire Code*, a material staging plan and a trucking route plan;
- (h) include a site plan prepared by a Registered Professional showing: (all dimensions are to be shown in metric and imperial measurements)
 - i. the bearing and dimensions of the Parcel taken from the registered subdivision plan;
 - ii. the legal description and civic address of the Parcel;
 - iii. the location and dimensions of existing and proposed statutory rights of way, easements, covenant boundaries, and setback requirements, adjacent street and lane names;
 - iv. the location and dimensions of existing and proposed Buildings or Structures on the Parcel;
 - v. setbacks to the natural boundary of any lake, swamp, pond, stream or watercourse;
 - vi. north arrow;
 - vii. if applicable, location of an approved existing or proposed private or other alternative sewage disposal system, water supply system or stormwater drainage system;
 - viii. zoning analysis checklist in the RMOW current format;
 - ix. the location, dimensions and gradient of parking and parking access to:
 - a. proposed and existing setbacks to property lines for all Buildings, Structures and parking spaces; and
 - b. natural Grade along the property line;
 - x. natural and finished Grades in geodetic elevations at Building corners and significant breaks in the Building plan and proposed Grade around the Building faces in order to ascertain Foundation height;
 - xi. on-site stormwater management plan;
 - xii. First Storey floor elevation in geodetic elevation:
 - a. location, setbacks to property lines, setbacks between

Retaining Walls, and elevations of all Retaining Walls, steps, stairs and decks;

- xiii. line of upper floors and maximum Building Height in geodetic elevations;
- xiv. location and geodetic elevations of curbs, driveways, sidewalks, manholes, and Service poles;
- xv. location and depth of existing and proposed Service connections to:
 - a. top bank for streams and water courses; and
 - b. on-site access routes for firefighting and closest hydrant(s);
- xvi. Accessible paths of travel from the street to the Building;
- xvii. geodetic elevation of the underside of a wood floor system or the top of a finished concrete slab of a Building or Structure where the Zoning Bylaw, registered covenants or provincial flood mapping regulations establish siting requirements related to minimum floor elevation, and
- xviii. Where the Parcel of Land contains slopes in excess of 15 per cent, and upon the request of the Building Official, be accompanied by:
 - a. 0.5 m contours of the existing ground surface of the Parcel;
 - b. 0.5 m contours of the proposed final grading;
 - c. the elevation of all floor areas of the Building, the location of all retaining, driveways, parking areas and other Structures on the Parcel; and
 - d. the drainage provisions as outlined in the approved subdivision grading plans, if any, or the approved sedimentation control and stormwater management plans;

except that the Building Official may waive, in whole or in part, the requirements for a site plan, if the Permit is sought for repair or Alteration of an Existing Building or Structure;
- xix. include key plan;
- xx. include floor plans showing the dimensions and uses and Occupancy classification of all areas, including the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall and ceiling finishes; fire separations; plumbing fixtures; structural elements; and stair

dimensions; and

- xxi. include a minimum of two cross-sections through the Building or Structure in sufficient detail and locations to illustrate Foundations, drainage, ceiling heights and construction systems, including thermal and building envelope assemblies;
- (i) for Existing Buildings, include a key plan showing the location of the unit within the Building;
- (j) include elevations of all sides of the Building or Structure showing finish details, roof slopes, windows, doors, natural and finished Grade, spatial separations and ridge height to comply with the Building Code and to illustrate that the Building or Structure conforms with the Zoning Bylaw and any issued Development Permit that is still valid;
- (k) include cross-sectional details drawn at an appropriate scale and sufficient locations to illustrate that the Building or Structure conforms to the Building Code;
- (l) include all other requirements of Sections 2.2.1., 2.2.3, 2.2.4, 2.2.5, 2.2.6 and 2.2.9, Division C of the Building Code;
- (m) include copies of approvals required under any enactment relating to health and safety, including, without limitation, sewage disposal permits, Highway access permits and/or Ministry of Health approvals;
- (n) include a letter of assurance in the form of Building Code Schedule A, signed by the Owner, or a signing officer if the Owner is a corporation, and the Coordinating Registered Professional;
- (o) include letters of assurance in the form of Building Code Schedule B, each signed by such Registered Professionals as the Building Official or Building Code may require to prepare the design for, and conduct Field Reviews of, the Construction of the Building;
- (p) include two sets of drawings, at a suitable scale, of the design prepared by each Registered Professional containing the information set out in (g) to (l) of this section;
- (q) include calculations confirming proof of adequate water supply for firefighting as per Fire Underwriters FUS water supply;
- (r) include all documentation required by RMOW as amended, from time to time; and
- (s) include Alternative Solution as per section 11.33, as applicable.

- 11.6 In addition to the requirements of section 11.5 of this Bylaw, a Building Official may require the following to be submitted with a Permit application for the Construction of a Part 3 Building if the complexity of the proposed Building or Structure or siting circumstances warrant:
- (a) site servicing and on-site stormwater management drawings, including sufficient detail of Off-site Services to indicate locations at the property line, prepared and sealed by a Registered Professional, in accordance with the RMOW's subdivision servicing guidelines available through the Engineering Department; and
 - (b) a section through the site showing Grades, Buildings, Structures, parking areas and driveways where any slopes on the Parcel exceed 10 per cent.

Permit Applications for Part 9 – Houses and Simple Buildings

11.7 An application for a Permit with respect to a Part 9 Building shall:

- (a) be in such form as required by the Building Official, signed by the Owner, or a signing officer if the Owner is a corporation;
- (b) include payment of the applicable application fee, as prescribed within the Fees Bylaw;
- (c) be accompanied by the RMOW's current Owner's acknowledgement of responsibility and undertaking form, signed by the Owner, or a signing officer if the Owner is a corporation;
- (d) ensure that plans submitted with a Permit application bear the name, phone number, address and email address of the Designer of the Building or Structure;
- (e) include a copy of a survey plan prepared by a Land Surveyor;
- (f) include a site plan showing: (all dimensions are to be shown in metric and imperial measurements)
 - i. the bearing and dimensions of the Parcel taken from the registered subdivision plan;
 - ii. the legal description and civic address of the Parcel;
 - iii. the location and dimensions of existing and proposed statutory rights of way, easements and setback requirements, adjacent street and lane names;
 - iv. the location and dimensions of existing and proposed Buildings or Structures on the Parcel;

- v. setbacks to the natural boundary of any lake, swamp, pond, stream or watercourse;
- vi. north arrow;
- vii. if applicable, location of an approved existing or proposed alternative private or other sewage disposal system, water supply system or storm water drainage system;
- viii. zoning analysis checklist in the RMOW current format;
- ix. the location, dimensions and gradient of parking and parking access to
 - a. proposed and existing setbacks to property lines for all Buildings, Structures and parking spaces; and
 - b. natural Grade along the property line;
- x. natural and finished Grades in geodetic elevations at Building corners and significant breaks in the Building plan and proposed Grade around the Building faces to ascertain Foundation height;
- xi. on-site storm water management;
- xii. First Storey floor elevation in geodetic elevations;
 - a. location, setbacks to property lines, setbacks between Retaining Walls, and elevations of all Retaining Walls, steps, stairs and decks;
- xiii. line of upper floors and maximum Building Height in geodetic elevations;
- xiv. location and geodetic elevation of curbs, driveways, sidewalks, manholes and Service poles;
- xv. location and depth of existing and proposed Service connections to;
 - a. top bank and water courses and or streams; and
 - b. on-site access routes for firefighting and closest hydrant(s);
- xvi. Accessible paths of travel from the street to the Building, when applicable; the geodetic elevation of the underside of a wood floor system or the top of a finished concrete slab of a Building or Structure where the Zoning Bylaw, registered covenants or provincial flood mapping regulations establish siting requirements related to minimum

floor elevation; and

xvii. where the Parcel of Land contains slopes more than 15 per cent, and upon the request of the Building Official, be accompanied by:

- a. 0.5 m contours of the existing ground surface of the Parcel;
- b. 0.5 m contours of the proposed final grading;
- c. The elevation of all floor areas of the Building, the location of all retaining, driveways, parking areas and other Structures on the Parcel;
- d. The drainage provisions as outlined in the approved subdivision grading plans, if any, or the approved sedimentation control and stormwater management plans;

except that for a Part 9 Building, the Building Official may waive, in whole or in part, the requirements for a site plan if the Permit is sought for the repair or Alteration of an Existing Building or Structure;

xviii. Include key plan;

- (g) include floor plans showing the dimensions and uses of all areas, including the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall and ceiling finishes; plumbing fixtures; solar-ready provisions, structural elements; and stair dimensions;
- (h) include a minimum of two cross-sections through the Building illustrating Foundations, drainage, ceiling heights and construction systems, including thermal and Building envelope assemblies;
- (i) include elevations of all sides of the Building showing finish details, roof slopes, windows, doors, the Grade, the maximum Building Height line, ridge height, spatial separations and natural and finished Grade to comply with the Building Code and to illustrate that the Building or Structure conforms with the Zoning Bylaw and any issued Development Permit that is still valid;
- (j) include roof plan and roof height calculation;
- (k) include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the Building or Structure substantially conforms to the Building Code;
- (l) include copies of approvals required under any enactment relating to health and safety, including, without limitation, sewage disposal permits, Highway access permits and/or Ministry of Health approvals;

- (m) include an Excavation management plan and a storm water management plan design prepared by a Registered Professional in accordance with the Building Code;
- (n) include geotechnical letters of assurance, in addition to a required geotechnical report, if the Building Official determines that the site conditions so warrant;
- (o) include two sets of drawings at a suitable scale of design including the information set out in (f) to (k) of this section;
- (p) include a Building Code compliance summary including the applicable edition of the Building Code, (such as, and without limitation, the Building is designed under Part 9 and in compliance with article 2.2.2.1. (2), Division C of the Building Code);
- (q) Alternative Solution as per section 11.33, if applicable;
- (r) include calculations confirming proof of adequate water supply for firefighting as described in Part 26 of this Bylaw, and
- (s) include a Construction fire safety plan, a material staging plan, and a trucking route plan.

11.8 In addition to the requirements of section 11.7 of this part, if a Project involves:

- (a) two or more Buildings, the gross floor areas of which in the aggregate total more than 1000 m²;
- (b) two or more Buildings that will contain four or more Dwelling Units; or
- (c) if the complexity of the proposed Building or Structure or siting circumstances warrant, a Building Official may require the following be submitted with a Permit application for the Construction of each Part 9 Building in the Project:
 - i. a Construction fire safety plan, material staging and trucking route plan as per British Columbia Fire Code section 5.6;
 - ii. a section through the site showing Grades, Buildings, Structures, parking areas and driveways;
 - iii. a roof plan and roof height calculations in geodetic elevations;
 - iv. structural, electrical, plumbing, mechanical or fire suppression drawings prepared and sealed by a Registered Professional;
 - v. letters of assurance in the form of Schedule A & Schedule B referenced in the Building Code, signed by a Registered Professional; and/or

- vi. site servicing drawings, including sufficient detail of Off-site Services to indicate locations at the property line, prepared and sealed by a Registered Professional, in accordance with the RMOW's subdivision servicing bylaw in effect on the date of application.

Site and Location Information

11.9 Without limiting sections 11.5(f) or 11.7(e) of this part, the Building Official may require an Owner to submit an up-to-date plan or survey prepared by a Land Surveyor which contains sufficient information respecting the site and location of any Building to:

- (a) establish, before Construction begins, that all the provisions of this Bylaw in relation to this information will be complied with;
- (b) verify, on completion of the Construction, that all provisions of this Bylaw and other applicable bylaws have been complied with;
- (c) in relation to an Existing Building, substantiate its location, size, including appurtenances whether above, at or below ground level, relative to the site or its relationship to neighboring Grades; and
- (d) in relation to Construction of a new Building, or Addition to an Existing Building, prior to the placement of concrete for Foundations, show the elevation at the proposed top of concrete on all Building elevations and at all significant changes of elevation to substantiate its size, location and elevation;

and every person issued with a written requirement from a Building Official under this section must comply with the requirement.

Permit Fee

11.10 Before receiving a Permit for a Building or Structure, the Owner must first pay to the RMOW:

- (a) the Permit fee as prescribed in the Fees Bylaw;
- (b) the securities as prescribed in the Fees Bylaw; and
- (c) any fees, fines, charges, levies or taxes imposed by the RMOW and payable under an enactment at the time of issuance of the Permit.

Valuation for Permit

11.11 The valuation of Construction set out in the application for a Permit shall be the total current monetary worth of all Construction related to the Building or Structure, and shall include:

- (a) site preparation and civil Construction including Excavation and the use of hoisting, pile driving, compaction or erection devices;
- (b) all design documents, labour and fees involved in the design, investigative testing, consulting services, Construction labour and management, even if provided by the Owner, or donated voluntarily by others, Constructor's profit and overhead, sales taxes and the Construction insurance; and
- (c) all mechanical, electrical, plumbing, drainage and gas installations necessary for carrying out the Construction to its completed form.

11.12 The Building Official may place a value on the Construction for the purposes of determining applicable Permit fees by using an appropriate method from the "Marshall Valuation Services" publications with the updated current cost multipliers, or such other universal source of calculating valuation, as the Building Official deems reasonable, practical and expedient.

Permit Fee Refund

11.13 Except as otherwise provided in this Bylaw or the Fees Bylaw, all fees and charges paid or payable under this Bylaw shall be non-refundable.

11.14 A Permit fee may be partially refunded, as set out in the Fees Bylaw, only if:

- (a) the Owner has submitted a written request for a refund;
- (b) the Building Official has certified that no Construction under the Permit has been started; and
- (c) the Permit has not Expired.

11.15 A Permit fee is not refundable after the Permit has been extended under section 11.54 of this Bylaw.

Design Modification

11.16 If an issued Permit is active and the Owner proposes modifications to the Building design whereby the value of the Construction does not increase or the value of the Construction decreases, the Owner must pay a fee based on the plan revision hourly rate set out in the Fees Bylaw.

Construction Before Permit Issued

11.17 The Permit fee will be doubled for every Permit application where Construction commenced before the Building Official issued a Permit, to a maximum of \$2,000, as set out in the Fees Bylaw.

- 11.18 If Construction has advanced without inspection to a stage where compliance with this Bylaw or other applicable Bylaws or enactments cannot be readily determined, the Building Official may require tests and investigations by an independent agency at the Owner's expense to establish compliance or provide recommended remedial measures to be taken, prior to the issuance of a Permit.

Incomplete Applications or Expiry of Application

- 11.19 If a Building Official receives an incomplete application for a Permit, the Building Official may:

- (a) refuse to accept the application; or
- (b) notify the applicant, in writing, of any additional information required to complete the application (the "Deficiencies").

- 11.20 On receiving a notice of Deficiencies an applicant may, within 90 days for Part 9 Buildings and 150 days for Part 3 Buildings:

- (a) withdraw the application by giving written notice to the Building Official;
- (b) correct the Deficiencies; or
- (c) request a one-time extension of up to 30 days, which a Building Official must not unreasonably refuse;

otherwise, the application is automatically cancelled without any need for the RMOW to give any notice of the cancellation to the applicant, or refund any fees paid in connection with the application after the appropriate time has expired.

Confirmation of Permit Application Reviews

- 11.21 Upon receiving a completed Permit application, the Building Official will either issue a Permit, or refuse issuance of a Permit with written reasons for the refusal within:

- (a) 60 business days for Part 9 Permit applications; or
- (b) 100 business days for Part 3 Permit applications.

- 11.22 If a Building Official does not issue a Permit within the timelines set out in section 11.21, the Permit may still be issued, but the Permit fee shall be reduced as prescribed within the Fees Bylaw.

Issuance of a Permit

11.23 Each Building, Structure or part thereof constructed on a site requires a separate Permit and shall be assessed a separate Permit fee based on the value of Construction of that Building, Structure or part thereof.

11.24 If:

- (a) a completed application in compliance with sections 11.3 and 11.5 to 11.6 or 11.7 to 11.8, including all required supporting documentation, has been submitted;
- (b) the Owner has paid all applicable fees set out in this Bylaw and the Fees Bylaw;
- (c) the Owner or their representative has paid all charges and met all requirements imposed by any other statute or Bylaw;
- (d) the Owner has retained a professional engineer or geoscientist, if required under this Bylaw;
- (e) the Owner has retained an architect, if required under this Bylaw;
- (f) no covenant, agreement, resolution or regulation of the RMOW requires or authorizes the Permit to be withheld; and
- (g) the Owner has provided a hazardous materials assessment and remediation compliance letter for Additions or Alterations to Buildings constructed prior to 1990;

then the Building Official must issue the Permit for which the application is made, and the date of issuance is deemed to be the date the RMOW gives written notice to the Owner that the Permit has been issued.

Compliance with the *Homeowner Protection Act*

11.25 If the application in respect of a Building that includes, or will include, a Residential Occupancy governed by the HP Act, the Permit must not be issued until the Owner provides evidence under Section 30(1) of the HP Act, that the proposed Building:

- (a) is covered by home warranty insurance; and
- (b) the Constructor is a licensed “residential builder” as defined in the HP Act.

11.26 Section 11.25 does not apply if the Owner is not required to be licensed or to obtain home warranty insurance in accordance with Sections 20(1) or 30(1) of the HP Act.

11.27 Every Permit subject to the HP Act is issued subject to the Owner and Constructor maintaining compliance with the HP Act during the term of the Permit.

Issuance of Partial Permits

- 11.28 The Building Official may issue a Permit for a portion of a Building or Structure before the design, plans and supporting documents for the entire Building or Structure have been Accepted, provided sufficient information has been provided to demonstrate to the Building Official that the portion authorized to be constructed substantially complies with this and any other applicable RMOW Bylaws and the Permit fee applicable to that portion of the Building or Structure has been paid. Notwithstanding the issuance of the Permit, the requirements of this Bylaw shall apply to the remainder of the Building or Structure as if the Permit for the portion of the Building or Structure had not been issued.
- 11.29 If a site has been Excavated under a Permit for Excavation issued under this Bylaw and a Permit is not subsequently issued or a subsisting Permit has Expired under section 11.51, but without the Construction of the Building or Structure for which the Permit was issued having commenced, the Owner must fill in the Excavation to restore the original gradients to the site within 60 days of being notified by the Building Official to do so.

Sanitary Facilities during Construction

- 11.30 During the time a Permit has been issued and remains valid under this Bylaw, the Owner must provide on the Parcel of Land in respect of which the Permit has been issued, sanitary facilities for the disposal of human waste from individual persons who enter on the Parcel in relation to the Construction referred to in the Permit, and such facilities must be accessible and unlocked when not occupied while Construction is being carried out on the Parcel under this Bylaw, and every sanitary facility that is not connected to a:

- (a) sanitary sewer; or
- (b) septic disposal system approved under the *Public Health Act*, by plumbing that complies with the Building Code and this Bylaw,

must be provided with toilet paper, a locking door for privacy, and ventilation, and must be kept in sanitary condition without leaking beyond the facility and without overflowing within the facility. Such facilities must be located so as not to create a nuisance to neighboring Parcels or Highways.

Conditions of a Permit

- 11.31 A Permit or an application for a Permit that is in process may not be transferred or assigned until the Owner has notified the Building Official in writing, the Building Official has authorized the transfer or assignment in writing and the Owner has paid the non-refundable fee required in the Fees Bylaw. The transfer or assignment of a Permit is not an extension of a Permit.

- 11.32 The review of plans and supporting documents and issuance of a Permit do not prevent the Building Official from subsequently requiring the correction of errors in the plans and supporting documents, or from prohibiting Building Construction or Occupancy being carried on when in violation of this or another Bylaw.

Alternative Solutions

- 11.33 An Owner who wishes to provide an Alternative Solution to satisfy one or more of the requirements of the Building Code or this Bylaw shall submit sufficient evidence, certified by a professional engineer or architect for Part 3 Buildings and qualified person(s) for Part 9 Buildings, to demonstrate that the proposed Alternative Solutions will provide the level of performance required by the Building Code or this Bylaw and pay the fee specified in the Fees Bylaw.

Inspections for Part 9 Buildings

- 11.34 If a Registered Professional provides letters of assurance, the RMOW will rely solely on Field Reviews undertaken by the Registered Professional and the letters of assurance submitted pursuant to this Bylaw as assurance that the aspects of the Construction referenced by those letters of assurance substantially conform to the design, plans and specifications and that the Construction complies with the Building Code, this Bylaw and other applicable enactments respecting safety. Copies of all Field Reviews must be submitted to the RMOW.
- 11.35 Despite section 11.34, a Building Official may attend the site from time to time during the course of Construction to ascertain that the Field Reviews are taking place and to monitor the Field Reviews undertaken by the Registered Professionals.
- 11.36 A Building Official may attend periodically at the site of the Construction of Part 9 Buildings or Structures to ascertain whether the Construction is being carried out in substantial conformance with the Building Code, this Bylaw and any other applicable enactments concerning safety.
- 11.37 For all Construction in respect of Part 9 Buildings, the Owner must obtain an inspection and receive a Building Official's written acceptance of the following aspects of the Construction prior to concealing them:
- (a) Pre-Construction on-site orientation - site review when required by the Building Official;
 - (b) After demolition, the grading off and removal of debris from site;
 - (c) Footings/Excavation - after preparation for footings is complete, prior to placement of concrete;
 - (d) Foundation - after forms for Foundation walls are completed, the location

certificate is submitted and Accepted by a Building Official, prior to placement of concrete;

- (e) Damp proofing/drain tile/roof drains - after damp-proofing and Foundation drainage is in place, prior to backfilling;
- (f) Sewer Services - sanitary sewer Service, after the sewer line is in place and under test, prior to backfilling;
- (g) Domestic water Service - after the water Service lines are in place and water has been turned on, prior to backfilling;
- (h) Plumbing under-slab - plumbing and underground fire suppression supply lines, prior to covering;
- (i) Radon/Soil Gas Control - after slab preparation for Soil gas requirements, the preparation of ground, including ground cover when required, perimeter insulation of inside of concrete Foundation walls are in place, prior to covering;
- (j) Foundation/Under Slab Insulation – prior to backfilling Foundation walls or pouring slabs where required insulation would be covered;
- (k) Plumbing Rough-in - installation of rough-in plumbing, on-site constructed tubs or showers and tub or shower trap tests when complete and under test, prior to covering;
- (l) Framing - framing, sheathing, fire stopping, bracing, with installation of chimney and ductwork, rough wiring, rough plumbing, rough heating, gas venting, exterior doors and windows; but prior to the installation of insulation, interior finishes, sheathing paper or exterior finishes which would conceal such Construction;
- (m) Fire Separations/fire blocking – installation of required fire separations prior to covering;
- (n) Insulation Vapour/Air Barrier - insulation, air and Vapour Barrier, after all insulation and Vapour Barrier is in place but prior to interior finish being applied which conceals the Construction;
- (o) Plumbing Final – all plumbing requirements for Occupancy;
- (p) Building Final (Partial Occupancy) - subject to sections 11.60 to 11.63, after the Health and Safety Aspects of the Construction and applicable Accessibility aspects of the Construction are complete, as determined by the Building Official; and
- (q) Occupancy or Completion – when all aspects of the Construction, including Energy conservation and GHG emissions reduction requirements, of a Building or Structure is substantially complete, ready for Occupancy or use;

- (r) Re-inspections are required for:
- i. Construction that is required or ordered to be corrected;
 - ii. Construction that is required or ordered to be inspecting prior to covering; and
 - iii. Construction that has been completed so that an Occupancy inspection can be conducted.

11.38 A Building Official will only carry out an inspection under section 11.37 if the Owner or the Owner's Agent has requested the inspection in accordance with this Bylaw.

11.39 No person may conceal any aspect of the Construction referred to in section 11.37 of this Bylaw until a Building Official has Accepted it in writing.

11.40 Where applicable, additional inspections may be required for Permit types outlined in in Parts 12 to 24.

Part 3 Building Commissioning

11.41 For Construction in respect of Part 3 Buildings, the Owner must:

- (a) give at least 48 hours online or written notice, exclusive of Saturdays, Sundays or statutory holidays to the RMOW when requesting a preconstruction meeting with the Building Official prior to the start of Construction, and the Owner must ensure that the Coordinating Registered Professional, the Constructor, as well as representatives of major trades, are in attendance;
- (b) give at least 48 hours online or written notice, exclusive of Saturdays, Sundays or statutory holidays to the RMOW when requesting a pre-Occupancy review coordinated by the Coordinating Registered Professional or other Registered Professional to have the Owner, the Constructor, and the Registered Professionals demonstrate to the Building Official and the Whistler Fire Rescue Service compliance with the Health and Safety Aspects of the Construction, the coordination and integration of the fire and life safety system, any applicable RMOW requirements or other enactments respecting safety and the Step Code and Zero Carbon requirements and Accessibility aspects of the Construction; and
- (c) cause the Coordinating Registered Professional, at least 48 hours prior to the pre-Occupancy coordinated site review coordinated by the Coordinating Registered Professional, to deliver to the Building Official the Confirmation of Required Documentation in such form determined by the Building Official

Stop Work Orders

11.42 The Building Official or Bylaw Officer may attach a Stop Work Order on the premises when it is found that the Construction is not being performed in accordance with the

requirements of the Building Code, any applicable Bylaw of the RMOW or the applicable provisions of the HP Act.

- 11.43 The Coordinating Registered Professional may request, in writing, that the Building Official order the immediate suspension or correction of all or a portion of the Construction on a Building or Structure by attaching a Stop Work Order on the premises. The Building Official must consider such request and, if not acted upon, must respond, in writing, to the Coordinating Registered Professional and give reasons.
- 11.44 If a Registered Professional's services are terminated, the Owner must immediately stop any Construction that is subject to their design or Field Review and the Building Official is deemed to have issued a Stop Work Order under section 11.42.
- 11.45 The Owner must immediately, after the posting of a Stop Work Notice under section 11.42, secure the Construction and the Lands and premises surrounding the Construction in compliance with the safety requirements of every statute, regulation or order of the province or of a provincial agency and of every applicable Bylaw of the RMOW.
- 11.46 Subject to 11.42, no Construction other than the required remedial measures may be carried out on the Parcel affected by the Stop Work Notice until the Stop Work Notice has been removed by the Building Official or Bylaw Officer.
- 11.47 The Stop Work Notice referred to in section 11.42 must remain posted on the premises until that which is contrary to the enactments has been remedied.

Not Safe to Occupy Notice

- 11.48 If a person occupies a Building or Structure or part of a Building or Structure in contravention of this Bylaw, a Building Official or Fire Chief may post a Not Safe to Occupy Notice on the affected part of the Building or Structure.
- 11.49 If a Not Safe to Occupy Notice is posted under section 11.48, the Owner of a Parcel and every other person, must cease Occupancy of the Building or Structure immediately and refrain from further Occupancy until all applicable provisions of the Building Code and this Bylaw have been substantially complied with and the Not Safe to Occupy Notice has been rescinded in writing by a Building Official or Fire Chief.

Inspection and Other Fees

- 11.50 In addition to the fees required under other provisions of this Bylaw, the Owner must pay the non-refundable fees set out in the Fees Bylaw for:
- (a) a third and each subsequent re-inspection where it has been determined by the Building Official that due to non-compliance with the provisions of this Bylaw or due to non-complying Construction, or due to complexity more than two visits are

required for any required inspection;

- (b) a special inspection during the RMOW's normal business hours to establish the condition of a Building, or if an inspection requires special arrangements because of time, location, or construction methods; and
- (c) an inspection required under this Bylaw which cannot be carried out during the RMOW's normal business hours.

Permit Expiration

11.51 Every Permit is issued on the condition that the Permit Expires and the rights of the Owner under the Permit terminate if, beginning on the date the Permit is issued:

- (a) the Construction authorized by the Permit is not commenced within 180 days, unless the Permit is extended under Part 11;
- (b) Construction is discontinued for a period of 180 days; or
- (c) the Construction is not completed within:
 - i. 36 months, for a new Part 9 Building
 - ii. 24 months, for a new Part 3 Building
 - iii. 24 months, for all other Permit types;

of the date of issuance of the Permit.

11.52 Where a Permit has Expired, any further Construction is prohibited unless the Permit is extended or a new Permit is issued, except as may be specifically ordered or authorized, in writing, by a Building Official.

11.53 Where a Permit has Expired, and a new Permit application is made, all Construction shall comply with this Bylaw, the Building Code and any other RMOW Bylaws and enactments in force at the time of the new application.

Permit Extension

11.54 A Building Official may extend an Expired Permit only once, for a period not more than 180 days from the date of expiry of the original Permit, if:

- (a) application for the extension is made at least 30 days prior to the date of Permit expiration; and
- (b) the non-refundable fee set out in the Fees Bylaw has been paid.

11.55 Where Construction has commenced and has not been discontinued or suspended for a period of more than 180 days, the Building Official may extend the expiry date for the Permit for a period of time as the Building Official considers reasonable, to a maximum of one year, where the Building Official is satisfied that there exists a reasonable excuse for the delay in completing Construction, if:

- (a) application for the extension is made at least 30 days prior to the date of Permit expiration; and
- (b) the non-refundable fee set out in the Fees Bylaw has been paid.

Permit Cancellation by Owner

11.56 A Permit, or a Permit application, may be cancelled by the Owner on delivery of written notification of the cancellation to the Building Official.

11.57 On receipt of the written cancellation notice, the Building Official must mark on the application, and a Permit if applicable, the date of cancellation and the word “cancelled”.

11.58 If the Owner, or Owner’s Agent, submits changes to an application after a Permit has been issued and the changes, in the opinion of the Building Official, substantially alter the scope of Construction, design or intent of the application in respect of which the Permit was issued, the Building Official may cancel or amend the Permit and mark on the Permit the date of cancellation or amendment and the Construction “cancelled” or “amended”.

11.59 If a Permit application or Permit is cancelled, and Construction has not commenced under the Permit, the Building Official must return to the Owner any refundable fees deposited under the Fees Bylaw. The Owner must return any Permit documents issued within 14 days of notification of the cancelled Permit & any documents submitted for a Permit application that has been cancelled will be held for 14 days from the date of cancellation for the Owner to pick up.

Partial Occupancy

11.60 Upon written request by the Owner, a Building Official may issue a Partial Occupancy Permit for a portion of a Building or Structure under Construction when:

- (a) that portion of the Building or Structure is self-contained and provided with essential services respecting Health and Safety Aspects of the Construction, and, if applicable Accessibility;
- (b) the requirements set out in section 11.65 have been met with respect to it.

- 11.61 In the case of a Partial Occupancy Permit, the Building Official may withhold an Occupancy Permit until the Building, Structure or part thereof complies with this Bylaw, the Building Code and any other applicable Bylaws or enactments.
- 11.62 The Building Official may revoke a Partial Occupancy Permit for partial Occupancy for failure to comply with any conditions of the Partial Occupancy Permit.

Occupancy

- 11.63 No person may use or occupy a Building or Structure or part of a Building or Structure until an Occupancy Permit has been issued by a Building Official for:
- (a) Occupancy of a Building or Structure or part thereof after completion of Construction; or
 - (b) any change of class of Occupancy of any Building or Structure or part thereof.
- 11.64 An Occupancy Permit will not be issued unless:
- (a) all letters of assurance have been submitted when required in accordance with this Bylaw;
 - (b) all aspects of the Construction requiring inspection and Acceptance pursuant to sections 11.34 to 11.40 of this Bylaw have both been inspected and Accepted or the inspections and Acceptance are not required in accordance with this Bylaw;
 - (c) the Owner has provided to the RMOW a Building survey prepared by a Land Surveyor showing the Building Height, size, location and elevation determined in accordance with the RMOW's Zoning bylaw;
 - (d) all other documentation required under applicable enactments has been delivered to the RMOW;
 - (e) where any of the requirements for life and fire safety have been deemed to be satisfied by an Alternative Solution pursuant to provisions of the Building Code, the Owner shall submit to the Building Official, prior to use or Occupancy of the Building or Structure, certification from Qualified Person(s) responsible for the Alternative Solution, that the Construction substantially complies with the requirements set out in the Alternative Solution report.
- 11.65 When a Registered Professional provides letters of assurance in accordance with this Bylaw, the RMOW may rely solely on the letters of assurance when issuing an Occupancy Permit as assurance that the items identified on the letters of assurance substantially comply with the design, the Building Code, this Bylaw and other applicable enactments respecting safety.

File Completion Notice

- 11.66 A File Completion Notice will be issued for Projects such as demolition, renovation, fire alarm, commercial kitchen mechanical ventilation, plumbing and fire suppression, Pools, Retaining Walls, Solar Hot Water and Photovoltaic Solar Panels, and CSA Z-240 Manufactured Homes.
- 11.67 A File Completion Notice will be issued where the original Building and/or Structure did not receive an Occupancy Permit.

Stand-alone Permit Types

- 11.68 Parts 12 to 24 are stand-alone permit types that can be applied for separately from an application for a Part 3 or Part 9 Building or Structure. The following requirements apply to all such applications:
- (a) An application in Parts 12 to 24 must:
 - i. be made using the form designated by the Building Official and signed by the Owner, or a signing officer if the Owner is a corporation; and
 - ii. Include the Acknowledgement of Owner or Owner's Agent Form, using the form designated by the Building Official; and
 - iii. pay the applicable fee as prescribed in the Fees Bylaw.

PART 12 BUILDING MOVE & PLACEMENT PERMIT

- 12.1 An application for a Permit with respect to a Building move or placement must:

- (a) provide a site plan showing:
 - i. the location of the proposed Building and any accessory Buildings in relation to Existing Buildings on the property in the form of a site plan drawn to scale;
 - ii. distances from the proposed Building and all Existing Buildings to the property boundaries;
- (b) show the distances from the proposed Building and all Existing Buildings to the property boundaries;
- (c) provide drawings showing Construction details for on-site Construction as outlined in section 11.5 or 11.7; and
- (d) provide written approval from the Manufactured Home Park Owner or authorized representative.

- (e) Obtain a Permit for demolition as outlined in Part 13 for the removal of Foundations for a Manufactured Home, Structure, Building or part thereof;
- 12.2 The Owner must apply for a Permit for renovation as outlined in Part 11 for portions of a Building or Structure partially relocated with a Building or Structure remaining.
- 12.3 The relocation of Manufactured Homes factory constructed and assembled more than 30 years prior to the date of Permit application is prohibited. The year, make, model and serial numbers shall be determined by the CSA Rating Plate and/or the Province of British Columbia Manufactured Home Registry.
- 12.4 A Building Official may require a report from an accredited restoration company or Registered Professional with experience in environmental engineering stating that there are no environmental issues or hazards regarding health and safety to occupants prior to issuing a Permit to relocate a Manufactured Home, Modular Home or other Building.
- 12.5 Where a Manufactured Home is less than five years old, the report described in section 12.4 may be waived by the Building Official.

Permit Issuance

- 12.6 The Building Official may issue a Permit for Construction involved in the moving of any Building, Structure or part thereof into or within the RMOW where the Owner has:
 - (a) finalized disconnection of Services;
 - (b) finalized any outstanding taxes owing and utility billing accounts to the RMOW;
 - (c) have approval for safe route transport by the RMOW's Engineering department;
 - (d) provided a hazardous assessment and clearance letter for the demolition of any existing on-site Construction for Buildings constructed prior to 1990, and

Completion Conditions

- 12.7 All Construction including relocations, Alterations and Additions for relocated Manufactured Homes, or other Buildings shall be completed within 180 days of the date the Permit was issued.
- 12.8 If the Owner does not move the Manufactured Home, Building, Structure or part thereof for which a Permit is issued and complete Construction within the time specified in section 12.7, the Building Official may notify the Owner in writing and direct the Owner to complete that Construction within 30 days from the date of the notice.

- 12.9 If the Construction is not completed within 30 days of the date of the notice, the RMOW may enter, clean and tidy the site at the expense of the Owner; and if the invoice for the cleanup is not paid within 30 days, the amount may be added to the Owner's property taxes.
- 12.10 If the Manufactured Home, Modular Home, Building, Structure or part thereof to be moved is located on a property in the RMOW, then the property must be returned to a safe, clean and tidy condition within 120 days from the date of issuance of the Permit.

PART 13 DEMOLITION PERMITS

Application Requirements

- 13.1 An application for a Permit with respect to a demolition must:
- (a) provide a site plan showing servicing locations and all Buildings and Structures indicating habitable, livable, operational floor areas for determining applicable Works and Services Charges by the RMOW's Engineering Department in accordance with applicable bylaws;
 - (b) provide the vacancy date;
 - (c) provide a hazardous materials assessment and remediation clearance letter for Buildings constructed prior to 1990;
 - (d) ensure that all municipal Services and other Services are capped and terminated at the property line to RMOW standards;
 - (e) provide a demolition fire safety plan, and a trucking route plan; and
 - (f) apply for a Permit for renovation as outlined in Part 11 for portions of a Building or Structure that are to remain as part of a partial demolition.

Demolition sites

- 13.2 The following items shall be required at demolition sites to the satisfaction of the Building Official:
- (a) the demolition of Buildings and Structures shall be in accordance with Part 8 of the Building Code "Safety Measures at Construction and Demolition Sites";
 - (b) Fire Safety Plan, approved by the Whistler Fire Rescue Service;
 - (c) all Construction material and debris, including concrete Foundations and septic tanks are to be removed from the site;
 - (d) all Services and utilities are to be disconnected at the property lines;

- (e) the site shall be left in a clean and tidy condition within 90 days from the date of issuance of the Permit for demolition;
- (f) should demolition not have commenced by the 90-day expiry date, the Building Official may at their discretion cancel the Permit by written notice. There shall be no refund for the Permit fee;
- (g) any request to extend the 90-day time limit shall be received 30 days prior to the date of expiry. The request shall be in writing from the Owner and approved in writing by the Building Official; and
- (h) where required for industrial and commercial demolition sites, the *Environmental Management Act* shall apply.

PART 14 FIRE ALARM PERMITS

Application Requirements

14.1 An application for a Permit to install a fire alarm with respect to any Occupancy must:

- (a) include a set of design drawings and specifications prepared by a Registered Professional along with letters of assurance in either hard copy or in PDF digital format as required by the RMOW.

Professional Design and Commissioning

14.2 The design, installation, commissioning and maintenance shall conform to:

- (a) the Building Code; and
- (b) all relevant standards of the National Fire Protection Agency (NFPA) pertaining to fire alarm systems.

14.3 No engineered system shall be put into use until it has been tested and accepted by the Registered Professional who is responsible for its design, as applicable.

PART 15 MECHANICAL VENTILATION AND HEATING PERMITS

Application Requirements

- 15.1 An application for a Permit with respect to a mechanical ventilation and heating for Residential Occupancy in a Part 9 Building must provide a heat load worksheet, an appliance selection worksheet, and a ventilation checklist.
- 15.2 An application for a Permit for a commercial mechanical ventilation system, spray booth operation or wood dust collection system shall include a set of design

drawings, prepared by a Registered Professional along with letters of assurance in either hard copy or PDF digital format as required by the RMOW.

Design Standards

15.3 The design, installation and Alteration of Part 9 heating systems, commercial cooking system, spray booth operation or wood dust collection systems shall conform to:

- (a) The Building Code, Division B, Section 9.32 Ventilation and 9.33. Heating and Air-conditioning;
- (b) the Building Code, Division B, Part 6 Heating, Ventilation and Air-conditioning;
- (c) the Building Code, Division B, Part 3, Section 3.2.5 Provisions for Fire Fighting; and
- (d) all relevant standards of the NFPA pertaining to fire suppression systems.

Inspections and Commissioning

15.4 Where a mechanical and ventilation system has been installed or altered under Permit for Part 9 residential use, an inspection shall be requested before:

- (a) the system is covered up; and
- (b) the system is used.

15.5 Where a mechanical system has been installed or altered under Permit for a commercial mechanical ventilation system, spray booth or wood dust collection system, it shall not be put into use until it has been tested and accepted by the Registered Professional who is responsible for its design and installation, as applicable.

PART 16 PLUMBING AND FIRE SUPPRESSION PERMITS

Application Requirements

16.1 An application for a Permit to install plumbing shall:

- (a) provide a set of isometric drawings where Construction is not performed by a Qualified Plumber for single-family dwelling Projects; or
- (b) provide a set of design drawings, including storm water management systems, prepared by a Registered Professional along with letters of assurance, where applicable.

16.2 The design, installation and maintenance of plumbing and fire suppression systems shall conform to:

- (a) the Building Code, Division B, Part 7;
- (b) the Building Code, Division B, Part 3, Section 3.2.5 - Provisions for Fire Fighting; and
- (c) all relevant standards of the NFPA pertaining to fire suppression systems.

Inspections and Commissioning

16.3 Where a plumbing system has been installed or altered under Permit for a Part 9 Building, an inspection shall be requested before:

- (a) the system is covered up; and
- (b) the system is used.

16.4 Where a plumbing system or fire suppression system has been installed or altered under Permit for a Part 3 Building it shall not be put into use until it has been tested and accepted by the Registered Professional who is responsible for its design, as applicable.

PART 17 POOLS, INCLUDING INGROUND POOLS AND HOT TUBS

Application Requirements

17.1 All references to Pool in this Part includes Above Ground Pools and Hot Tubs unless otherwise specified.

17.2 An application for a Permit to install a Pool must:

- (a) include a set of design drawings, site plan showing location and distance from property lines to the proposed Pool and any accessory Buildings in relation to Existing Buildings on the property in hard copy or in PDF digital format as prescribed by the RMOW;
- (b) Include Construction details for the Pool and the proposed method of enclosure of the Pool area; and
- (c) approval of design from the Local Health Authority having jurisdiction, if the Pool is accessible for public use.

Professional Design

- 17.2 In accordance with section 10.1 of this Bylaw, Professional Design and Field Reviews may be required, subject to the complexity of the design and the condition of Soils where the Pool is to be located.

Fencing

- 17.3 A Pool must be enclosed within a fence, a Building, or a combination of fence and Building constructed without footholds or grips that children may use to climb into the enclosed area, having a minimum height of 1.5 m and no openings are greater than ten centimeters (10 cm) at their greatest dimension. Where the access to the Pool is from a dwelling located on the same property as the Pool, the access may be directly from the dwelling.
- 17.4 The fence or equivalent barrier referred to in section 17.3 shall be of chain link type material, provided the openings do not exceed five centimeters (5 cm) and the wire is not less than no. 11 gauge, solid material with a flat vertical surface, or vertically oriented material.
- 17.5 A Pool fence or equivalent temporary barrier shall be in place, inspected and approved by the Building Official prior to placing the water in a Pool.

Pool Gate

- 17.6 Access through a fence enclosing a Pool must be only through a self-closing and self-latching gate designed and constructed or installed to cause the gate to return to a closed position when not in use and secured by a latch located on the Pool side of the gate.
- 17.7 All openings or gates in the fence or barrier shall be locked closed when not in use.

Hot Tub Lid

- 17.8 In lieu of a fence, a Hot Tub may be covered with a locking cover, which would prevent unauthorized access to the water.

Pools

- 17.9 Every Pool shall be surrounded by a non-slip walkway, designed so that the surface water shall drain away from the Pool.

Above Ground Pools

- 17.10 An Above Ground Pool may be protected from access by fencing the access ladder to limit access, with a child-resistant self-closing and self-latching gate through the fence.

Maintenance

- 17.11 A person may not use or occupy a Pool unless the Owner of the property on which a Pool, is located maintains every fence or cover required under sections 17.3 to 17.10 in good order, and without limitation maintains and repairs in good order at all times all sagging gates, loose parts, torn mesh, missing materials, worn latches, locks or broken or binding members.

Leaks or Other Failures

- 17.12 A person may not obtain a Permit for or use or occupy a Pool without first delivering to the Building Official at the time of the Permit application an opinion of a Registered Professional that the design of the Pool will not cause or result in leaks or other failures of the Pool.

Drainage

- 17.13 Drainage from Pools must be discharged via sanitary sewer connection on the property or other means acceptable to the Building Official. Exceptions may be made for properties on private septic systems by the Building Official.
- 17.14 No direct connection shall be made between any sewer or any other drainage system and any line connected to a Pool.

Backflow Prevention

- 17.17 No Pool shall be designed with a direct connection from the domestic water supply below the flood level of the Pool unless protected by an approved backflow prevention device.

Public Pools

- 17.18 Pools intended for public use shall not be occupied until an operating permit for the Pool has been issued by the Local Health Authority.

PART 18 RETAINING WALLS AND GRADES**Application Requirements**

- 18.1 An application for a Permit with respect to a Permit to Construct a Retaining Wall must;
- (a) include a set of design drawings, a site plan showing all Buildings, Structures & servicing and specifications prepared by a Registered Professional along with letters of assurance in hard copy or PDF digital format as required by the RMOW.

Professional Design and Permit Closure

18.2 A Registered Professional shall undertake the design and conduct Field Reviews of the Construction and drainage of a Retaining Wall Structure:

- (a) greater than 1.2 m in height;
- (b) where a sequence of walls, regardless of height, are located closer than 2 horizontal to 1 vertical;
- (c) where site drainage is impacted as determined by the RMOW;
- (d) where other geotechnical concerns exist as determined by the RMOW; or
- (e) where the Retaining Wall is supporting another Building or Structure.

Site Safety Conditions

18.3 If a Building Official determines that an Unsafe Condition exists as the result of the Construction of a Retaining Wall requiring a Permit, a guard or fence may be required.

Finished Grades and Slope Retention

18.4 Except as certified by a professional engineer with expertise in geotechnical engineering registered in the province of British Columbia, fill material placed or Excavated into the natural Grade on a Parcel must not have a surface slope exceeding a ratio of one linear unit vertically to two linear units horizontally, unless restrained by a Permitted Retaining Wall.

18.5 Retaining Walls cannot be Constructed of stacked un-cemented rock or boulders or creosoted timbers.

18.6 No person may occupy a Building unless the finished Grade complies with all applicable enactments.

PART 19 SOLAR HOT WATER & PHOTOVOLTAIC SOLAR PANEL PERMIT**Application Requirements**

19.1 An application for a Permit with respect to a solar panel system must:

- (a) be accompanied by plans showing the location of the proposed solar panel system in relation to Existing Buildings on the property in the form of a site plan drawn to scale;
- (b) include Construction details for the attachment of the panels to the Building and

provide a sealed drawing by a Registered Professional to confirm that structural members of the Building are designed to accommodate the anticipated loads for solar domestic hot water systems and where photovoltaic solar systems incorporate a ballast system.

- 19.2 For hot water systems, compliance with CAN/CSA-F383-87, Installation Code for Solar Domestic Hot Water Systems, as referred to in the Building Code is required.

Completion of Permit - Commissioning

- 19.3 Prior to operating a solar panel system the Owner shall provide verification from the Registered Professional of record, where applicable.

PART 20 TEMPORARY PERMIT

- 20.1 Subject to the Bylaws of the RMOW, the Building Official may issue a Permit for the installation or placement of a Temporary Building or Structure for Occupancy if:

- (a) the Permit is for a period not exceeding one year; and
- (b) the Building or Structure complies with the Zoning Bylaw, was built in compliance with the Building Code and this Bylaw, and connects, as required by enactments, to RMOW utility Services.

Application requirements

- 20.2 An application for a Permit for the erection or placement of a Temporary Building or Structure must include:

- (a) plans and supporting documents showing the location and Building height of the Building or Structure on the Parcel;
- (b) plans and supporting documents showing Construction details of the Building or Structure;
- (c) a statement by the Owner indicating the intended use and duration of the use;
- (d) plans and supporting documents showing proposed parking and loading spaces;
- (e) a written description of the Project explaining why the Building is temporary;
- (f) in the case of a Manufactured Home, a CSA label in respect of manufacture and, without limitation, a Quonset or other steel Building must be certified in accordance with CSA Standard A660; a report or drawing by an engineer, architect or Designer confirming compliance with the Building Code, this Bylaw, the Zoning Bylaw, and other applicable Bylaws; in the case of a Temporary Building, information to comply with clause 1.1.1.1(2)(f), Division C of the Building Code; and

- 20.3 Before receiving a Permit for a Temporary Building or Structure for Occupancy, the Owner must pay the RMOW the applicable fee set out in the Fees Bylaw. A Permit fee for a Temporary Building or Structure is not refundable.

Inspections

- 20.4 Where a Permit is required, a Temporary Building shall not be used until it has been Accepted and a letter of assurance has been provided by the Registered Professional who is responsible for its design, as applicable.

PART 21 STORAGE RACKING PERMIT

Application Requirements

- 21.1 An application for a Permit with respect to a Storage Racking System must:
- (a) include a detailed floor plan highlighting all racking, interior walls, exits, travel distances and aisle widths and clearances conforming to the BC Fire Code;
 - (b) include an analysis indicating the commodities classification, area of the storage, height of storage and if the building is sprinklered or non-sprinklered; and
 - (c) when the Building is sprinklered, provide verification that the existing sprinkler design conforms to the Building Code from a certified sprinkler engineer.

Professional Design and Commissioning

- 21.2 The design, installation, commissioning and maintenance shall conform to the Building Code.

Completion of Permit

- 21.3 A Storage Racking System shall not be used until it has been Accepted and a letter of assurance has been provided by the Registered Professional who is responsible for its design, as applicable.

PART 22 SOLID FUEL BURNING APPLIANCE PERMIT

Application Requirements

- 22.1 An application for a Permit with respect to a solid fuel burning appliance must:
- (a) be accompanied by plans showing the location of the solid fuel burning appliance including dimensions from walls or other interior structures; and
 - (b) be accompanied by the appliance and flue manufacturers specifications.

Inspections and Commissioning

22.2 The design, installation, commissioning and maintenance of a solid fuel burning appliance shall:

- (a) conform to the manufacturers specifications;
- (b) conform to the Building Code; and
- (c) be installed by a Wood Energy Technology Transfer (WETT) certified installer.

22.3 Where a solid fuel burning appliance has been installed or altered under Permit, an inspection shall be requested:

- (a) at the framing inspection, when the appliance and associated flue has been installed within a framed assembly.

Completion of Permit

22.4 Final inspection prior to the solid wood burning appliance being used shall be provided with verification of installation from a WETT certified inspector.

PART 23 EXTERIOR ENVELOPE RESTORATIONS**Application Requirements**

23.1 An application for a Permit with respect to an exterior envelope restoration must:

- (a) include a detailed floor plan and elevations highlighting changes to roofing, exterior cladding and Fenestration;
- (b) must be administered by a Registered Professional with letters of assurance for Part 3 Buildings.

Inspections

23.2 Where a Permit for an exterior envelop restoration is required, a Building or Structure shall not be used until it has been received and a letter of assurance has been provided by the Registered Professional who is responsible for its design, as applicable.

PART 24 SITE ALTERATION

24.1 Without limiting section 5.2 of this Bylaw, a person must not clear trees, remove or deposit Soil from or on the site, create a driveway access, construct a driveway, Grade a lot, construct storm water management or install on-site civil infrastructure for future construction without receiving a Permit for site alteration.

Application Requirements

24.2 An application for a Permit with respect to a site alteration must:

- (a) include a detailed site plan highlighting proposed Construction and location of temporary Structures, and applicable information outlined in Building Code s.13.5(h) for Part 3 Projects or s.13.7 (f) for Part 9 Projects; and
- (b) include a site plan that identifies any Significant Trees as defined in the RMOW Tree Protection Bylaw No. 2435, 2025 and include a plan for protective fencing, as applicable; and
- (c) include a Construction fire safety plan as per Section 5.6 of the British Columbia Fire Code, a material staging plan and a trucking route plan.

PART 25 ACCESS ROUTE FOR FIRE DEPARTMENT ACCESS

25.1 Prior to the issuance of a Permit for a Part 9 Building of multi-family or commercial Occupancy, the Owner must satisfy the Building Official that the Building or Structure for which the Permit is issued will be served by a fire access route that satisfies the following:

- (a) Whistler Fire Rescue Service vehicle access requirements in effect at the time of Permit issuance; and
- (b) A portion of a roadway or yard provided as a required access route for fire department use shall:
 - i. have a clear width not less than 6 m, unless it can be demonstrated to the satisfaction of the Fire Chief that lesser widths are satisfactory;
 - ii. have a centre-line radius not less than 12 m;
 - iii. have an overhead clearance not less than 5 m;
 - iv. have a change of gradient not more than 1 in 12.5 over a minimum distance of 15 m;
 - v. be designed to support the expected loads imposed by firefighting equipment and be surfaced with concrete, asphalt or other material designed to permit access under all climatic conditions;
 - vi. have turnaround facilities for any dead-end portion of the access route more than 90 m long; and
 - vii. connect with a public thoroughfare.

Fire Department Access to Buildings

25.2 Prior to the issuance of a Permit for Part 9 Buildings, Whistler Fire Rescue Service personnel access shall be provided as follows:

- (a) for a Building or Structure provided with a fire department connection, a fire department pumper vehicle (Fire Vehicle) must be able to be located within 45 m of a fire hydrant; or
- (b) for a Building not provided with a fire department connection,
 - i. a Fire Vehicle can be located so that the length of the access route from a hydrant to the Fire Vehicle plus the unobstructed path of travel for the firefighter from the Fire Vehicle to the Building is not more than 90 m; and
 - ii. the unobstructed path of travel for the firefighter from the Fire Vehicle to the Building is not more than 45 m.

25.3 The unobstructed path of travel for the firefighter required by section 25.2 from the Fire Vehicle to the Building shall be measured from the Fire Vehicle to the fire department connection provided for the Building, except that if no fire department connection is provided, the path of travel shall be measured to the principal entrance of the Building.

25.4 If a portion of a Building is completely cut off from the remainder of the Building so that there is no access to the remainder of the Building, the access routes required by section 25.3 shall be located so that the unobstructed path of travel from the Fire Vehicle to one entrance of each portion of the Building is not more than 45 m.

25.5 Where fire department access cannot be adequately provided, such as a Building located on the sides of hills or not conveniently accessible by roads designed for firefighting, then the Building shall be provided with a sprinkler system designed with the appropriate NFPA standard and there must be assurance that the water supply pressure and quantity are unlikely to fail.

PART 26 FIRE FIGHTING WATER SUPPLY FOR PART 9 BUILDINGS

26.1 Every Part 9 Building shall be provided with adequate water supply for fire protection as follows:

- (a) be designed to meet the applicable fire flow rates as outlined in the Fire Underwriters Survey FUS calculations; or
- (b) be fully sprinklered with a sprinkler system designed with the appropriate NFPA

standard and there must be assurance that the water supply pressure and quantity are unlikely to fail.

PART 27 CLIMATIC DATA

- 27.1 The climatic data for the design of Buildings in the RMOW shall be the data listed in the current edition of Division B - Appendix C to the Building Code for Whistler, British Columbia and the values so noted.

PART 28 ENERGY CONSERVATION and GHG EMISSIONS REDUCTION

Step Code Requirements

- 28.1 Effective January 1, 2024:

- (a) Any Part 9 Building, including auxiliary Buildings must be designed and constructed to meet the minimum performance requirements specified in Step 4 of the Step Code.
- (b) Any Part 9 Building, including auxiliary Buildings which is located on Land in respect of which Council has after January 1, 2024 approved an Owner-initiated application to amend the Zoning Bylaw to increase permitted density of residential development, or permit additional uses, must be designed and constructed to meet the minimum performance requirements specified in Step 5 of the Step Code.
- (c) Any Part 9 Building, including auxiliary Buildings which includes the construction of "in-ground basement floor area" that is excluded from gross floor area calculations under Part 5 of the Zoning Bylaw must be designed and constructed to meet the minimum performance requirements specified in Step 5 of the Step Code.
- (d) Any Part 3 Building must be designed and constructed to meet the minimum performance requirements specified in Step 3 of the Step Code.
- (e) Any residential Part 3 Building, which includes the construction of "in-ground basement floor area" that is excluded from gross floor area calculations under Part 5 of the Zoning Bylaw, must be designed and constructed to meet the minimum performance requirements specified in Step 4 of the Step Code.
- (f) Any Part 9 Building, including auxiliary Buildings must be designed and constructed to meet the minimum performance requirements specified by emissions level three (EL-3) of the Zero Carbon Step Code.
- (g) Any Part 3 Building, including auxiliary Buildings, must be designed and constructed to meet the minimum performance requirements specified by emissions level three (EL-3) of the Zero Carbon Step Code.

- 28.2 For a Part 9 or Part 3 Building or Structure that is designed in compliance with the applicable step of the Step Code but where the constructed Building or Structure does not meet the performance requirements of the applicable step of the Step Code, the Building Official may place an inspection note on the Permit file, or issue an Occupancy Permit for the Building or Structure and then may request Council to authorize the Building Official to register a Section 57 Note against title under the authority of the *Community Charter* stating that the Building or Structure has not met the design requirements for the applicable step of the Step Code.
- 28.4 The Owner of any Building subject to a requirement under section 29.1 or section 29.2 must do the following prior to the issuance of any Occupancy Permit in respect of the Building:
- (a) submit to the RMOW a BC Energy Compliance Report – As built with all sections including section “F” completed; and
 - (b) affix one of the following home energy labels to the Building in a conspicuous location, upon or near the electrical panel:
 - i. an EnerGuide Rating System label;
 - ii. a Passive House Certification; or
 - iii. a comparable home energy label acceptable to the Building Official.
- 28.5 Prior to receiving a Building Official’s written acceptance for subsection 11.37(I), the Owner shall submit a mid-Construction compliance report as prescribed within the Building Code.

PART 29 NUMBERING OF BUILDINGS

- 29.1 Immediately upon issuance of a Permit governing the Construction, Alteration or repair of a Building, or prior to and during Occupancy of a Building, the Owner or occupant must display the address number assigned to it by the RMOW:
- (a) on or over the entrance to the Building or where landscaping or Structures obscure the visibility of a Building entrance from the adjacent Highway, on the Building property within sight of the adjacent Highway; and/or
 - (b) until such time as the Building is removed from the site or has been demolished.
- 29.2 Despite section 30.1 the RMOW’s Engineering department may renumber or alter the assigned numbers in respect of any Building or any Parcel, including those already in existence or numbered.
- 29.3 Without limiting sections 30.1 or 30.2, a Building Official must, on the issuance of a Permit, designate a house number or set of house numbers related to the Building

- authorized by the Permit. The Owner must post the number or numbers on the site immediately after obtaining the Permit and keep the numbers posted in a conspicuous location at all times during Construction.
- 29.4 Without limiting sections 30.1 through 30.3, on issuance of an Occupancy Permit, the Owner of the Parcel must affix the numbers permanently in a conspicuous place on the Building such that the number is visible from an adjacent Highway that is not a lane.

PART 30 OFFENCES AND ENFORCEMENT

Violations

- 30.1 Without limiting Part 6 of this Bylaw, every person who:
- (a) violates a provision of this Bylaw;
 - (b) permits, suffers or allows any act to be done in violation of any provision of this Bylaw; or
 - (c) neglects to do anything required to be done under any provision of this Bylaw;
- commits an offence and on summary conviction by a court of competent jurisdiction, the person is subject to a fine of not more than \$50,000, a term of imprisonment not exceeding three months, or both, in addition to the costs of prosecution. Each day during which a violation, contravention or breach of this Bylaw continues is deemed to be a separate offence.
- 30.2 Every person who fails to comply with any order or notice issued by a Building Official, or who allows a violation of this Bylaw to continue, contravenes this Bylaw.
- 30.3 Every person who commences Construction requiring a Permit without first obtaining such a Permit must, if a Stop Work Order is issued and remains outstanding for 30 days, pay an additional charge as outlined in the Fee Bylaw.

Deemed Offence

- 30.4 An Owner is deemed to have knowledge of and be liable for a violation of this Bylaw and subject to the penalties under section 31.1 of this Bylaw in respect of any Construction on the Parcel the Owner owns and includes any Change of Use or Occupancy of a Building or Structure or part of a Building or Structure on that Parcel.
- 30.5 No person is liable for a violation of this Bylaw under Section 31.4 who establishes, on a balance of probabilities, that the Construction or Change of Use or Occupancy occurred before they became the Owner of the Parcel.
- 30.6 Nothing in Section 31.5 affects:

- (a) the RMOW's right to require an Owner to correct Construction that was undertaken in violation of this Bylaw before that person became the Owner of the Parcel;
- (b) the Owner's obligation to obtain a Permit to correct Construction that was undertaken in violation of this Bylaw before that person became the Owner of the Parcel; and
- (c) the obligation of the Owner to otherwise comply with this Bylaw in respect of Construction or a Change of Use or Occupancy that occurred before they became the Owner of the Parcel.

Ticketing

- 30.7 The offences in the RMOW's Municipal Ticket Information System Implementation Bylaw No. 1719, 2005 and the Bylaw Notice Enforcement Bylaw No. 2174, 2018, as amended or replaced from time to time, are designated for enforcement under Section 264 of the *Community Charter*.

PART 31 INTERPRETATION

- 31.1 Every reference to this Bylaw in this or another Bylaw of the RMOW is a reference to this Bylaw as amended to the date of the reference.
- 31.2 Every reference to:
- (a) the Building Code is a reference to the current edition as of the date of application for the Permit, and
 - (b) a section of the Building Code is a reference to the applicable successor sections, as the code or section may be amended or re-enacted from time to time.
- 31.3 Where any provincial act or regulation or any other RMOW Bylaw may apply to any matter covered by this Bylaw, compliance with this Bylaw shall not relieve the Owner or their Agent from complying with provisions of such other act, regulation or Bylaw.
- 31.4 Definitions of words and phrases used in this Bylaw that are not included in the definitions in this part have the meanings commonly assigned to them in the context in which they are used in this Bylaw, considering the specialized use of terms with the various trades and professions to which the terminology applies.

PART 32 DEFINITIONS

- 32.1 In this Bylaw the following words and terms have the meanings as set out in the Building Code as of the date of the adoption of this Bylaw:

- (a) Section 1.2.1.1: alternative solutions; and
- (b) Section 1.4.1.2.: Accessible, Assembly Occupancy, Building Area, Building Height, Business and Personal Services Occupancy, Care Occupancy, Constructor, Coordinating Registered Professional, Designer, Detention Occupancy, Dwelling Unit, Excavation, Field Review, Firewall, First Storey, Grade, High Hazard Industrial Occupancy, Industrial Occupancy, Low Hazard Industrial Occupancy, Major Occupancy, Medium Hazard Industrial Occupancy, Mercantile Occupancy, Occupancy, Post-Disaster Occupancy, Private Sewage Disposal System, Registered Professional, Residential Occupancy, Treatment Occupancy, Unsafe Condition or Vapour Barrier.

32.2 Subject to this Bylaw, the definitions set out in the Schedule to the *Community Charter* for: Assessed Value, Highway, Land, Occupier, Parcel, Service and Soil; and

32.3 Every reference to this Bylaw in this or another bylaw of the RMOW is a reference to this Bylaw as amended to the date of reference.

32.4 In this Bylaw, all words or phrases shall have their common meaning except where changed, modified, or expanded by the definitions set forth in this section.

“Above Ground Pool” means an engineered, factory-built kit designed for swimming, bathing or wading.

“Accepted” means, in respect of the functions of the Building Official, reviewed and approved by the Building Official under the applicable provisions of the Building Code and this Bylaw.

“Addition” means an Alteration to any Building which will increase the total aggregate floor area or the Building Height (in storeys) and includes the provision of two or more separate Buildings with openings between each other for intercommunication, as well as any addition to a plumbing system by adding any new plumbing fixtures, plumbing systems, or piping systems.

“Agent” includes a firm, corporation, or other person representing the Owner by written designation or contract and includes a hired tradesperson or Constructor who may be granted a Permit for Construction within the limitations of their licence.

“Alteration” means a change, repair or modification of the Construction or arrangement of or use of any Building or Structure, or to an Occupancy regulated by this Bylaw, as well as any

change, repair, relocation, removal, or modification of plumbing On-site Services, plumbing systems or piping systems.

“Building” means any Construction used or intended for supporting or sheltering any use or occupancy, including a Manufactured Home.

“Building Code” means the *British Columbia Building and Plumbing Code*.

“Building Official” means the person designated in or appointed to that position by the RMOW, and includes a building inspector, plan checker, plumbing inspector, gas inspector, or electrical inspector designated or appointed by the RMOW, and for certainty the *building official* is the “building inspector” referred to in the *Community Charter and Local Government Act*.

“Bylaw Officer” means a person who holds that position at the RMOW and has been so authorized by the Council of the RMOW pursuant to the *Police Act*.

“Fees Bylaw” means the RMOW Fees Bylaw No. 2483, 2025, as amended or replaced from time to time.

“Change of Use or Occupancy” means changing the use of a Building, or portion of a Building, to an alternative use, even if no Construction or Alterations are anticipated.

“Construct” or “Construction” includes to build, erect, install, repair, alter, add, enlarge, move, locate, relocate, reconstruct, demolish, remove, excavate, or shore.

“Deficiencies” means the list of items that need to be resolved for a Permit to demonstrate compliance to the Building Code to allow the Building Official to issue the Permit.

“Development Permit or Development Variance Permit or Board of Variance Order” means a permit that is issued by the RMOW for a proposed development to evidence that it meets the policies and objectives of the Official Community Plan (OCP) and satisfies all requirements in the Zoning Bylaw.

“Not Safe to Occupy Notice” means a notice issued by a Building Official or the Fire Chief requiring every person to immediately cease Occupancy of a Building or Structure due to an Unsafe Condition.

“Existing Building” means the portion of a Building constructed with a Permit prior to the submission of a Permit application required under this Bylaw.

“Expired” means a condition of Permit issuance where the rights of the Owner under that Permit are terminated, typically through the passage of time.

“Fenestration”, means the arrangement, proportioning, and design of windows, doors and skylights in a Building.

“File Completion Notice” means a document that confirms that the Construction completed under the Permit complies with this and other applicable RMOW Bylaws, where an Occupancy Permit cannot be supplied.

“Fire Chief” means the person in charge of the Whistler Fire Rescue Service.

“Flood Plain”, means a Parcel of Land or portion of any Parcel of Land lying at an elevation equal to or less than the flood Construction level as established by RMOW Bylaws.

“Foundation” means a system or arrangement of foundation units through which the loads from a Building are transferred directly to supporting Soil or rock and includes any portion of the exterior walls of a Building that lie below the finished Grade immediately adjacent to the Building.

“GHG” means greenhouse gas, which includes a wide range gases that trap heat in the atmosphere increasing the average temperature and causing climate change.

“Health and Safety Aspects means design and Construction regulated by Parts 3, 4, 5, 6, 7, 8, 9 and 10, Division B, of the Building Code; and subject to Parts 1 and 2 in relation to Parts 3 through 10, Division B.

“Hot Tub” means an above ground, free standing Structure used or intended to be used for swimming, bathing, or wading, which is designed to contain water.

“Inter-modal Containers” means a large metal box, in the shape of a rectangular parallelepiped, designed and used to transport goods from one port to another by road, rail, sea, or air, also called freight shipping; except when used for storage is considered a Structure.

“Land Surveyor” means a person registered as a British Columbia land surveyor or a certified member of the Applied Science Technologists and Technicians of British Columbia who is registered in site improvement surveys (RSIS).

“Manufactured Home” means Mobile Home and Modular Home.

“Mobile Home” means a pre-manufactured home constructed to the requirements of the CSA-Z240MH Series-16 or any preceding or replacement standard.

“Modular Home” means a home conforming to the requirements of the CSA A277, “Procedure for certification of prefabricated buildings, modules, and panels” or any preceding or replacement standard for certified factory-built homes.

“Monitored” means the method by which a Building Official may review the process of Field Reviews as conducted by Registered Professionals pursuant to the Building Code and this Bylaw and other applicable enactments:

- (a) the monitoring function is satisfied by the Building Official's receipt of the applicable letters of assurance submitted by the Registered Professional and as referred to in Section 2.6 of Part 2 of the Building Code;
- (b) although a Building Official may review Registered Professionals' field inspection reports to ascertain Field Review frequency or visit a site from time to time to verify that Registered Professional Field Reviews are taking place, the Building Official is under no duty to do so; and
- (c) monitoring does not include assessment of compliance with the Building Code, this Bylaw or any other enactments, or the approval of any aspects of Construction.

Monitoring does not include assessment of compliance with the Building Code, this Bylaw or any other enactments, or the approval of any aspect of Construction.

“Municipal Works” means all RMOW owned property, including all public infrastructure.

“Occupancy Permit” means a document or File Completion Notice issued by the RMOW confirming that a Building or Structure is safe for the use(s), specified by the Owner and all supporting documentation has been submitted and complies with this and other RMOW Bylaws.

“On-site Services” means utilities and features, which provide for servicing a Project within the property on which it is located and includes water Service piping and distribution systems, storm and sanitary sewer collection, access roads, natural gas, electric, and cable.

“Off-site Services” means Services required pursuant to the RMOW Subdivision servicing guidelines of the day that are required to be located on a public road, public Land, or statutory right-of-way at final approval of the subdivision or development.

“Owner” means the registered Owner of an estate in fee simple of Land, or an Agent duly authorized by the Owner in writing in the prescribed form, and where the context or circumstances so require:

- (a) a tenant for life under a registered life estate;
- (b) a registered holder of an agreement for sale;
- (c) a holder or Occupier of Land held in the manner in accordance with the *Community Charter*; or
- (d) a lessee with authority to build on Land.

“Partial Occupancy Permit” means an Occupancy Permit for a portion of a Building or Structure where the conditions in section 11.60 to 11.63 have been met.

“Part 3 Building” means:

- (a) a Building used for a Major Occupancy classified as:
 - i. Assembly Occupancy;
 - ii. Care or Detention Occupancy;
 - iii. High-Hazard Industrial Occupancy;
 - iv. Treatment Occupancy; or
 - v. Post-Disaster Occupancy; or
- (b) a Building exceeding 600m² in Building Area or exceeding three storeys in Building Height used for a Major Occupancy classified as:
 - i. Residential Occupancy;
 - ii. Business and Personal Services Occupancy;
 - iii. Mercantile Occupancy; or
 - iv. Medium and Low Hazard Industrial Occupancy.

“Part 9 Building” means a Building of three storeys or less in Building Height, having a Building Area not exceeding 600m² and used for a Major Occupancy classified as:

- (a) Residential Occupancy;
- (b) Business and Personal Services Occupancy;
- (c) Mercantile Occupancy; or
Medium and Low Hazard Industrial Occupancy.

“Permit” means permission or authorization in writing by the Building Official to perform Construction or site alteration activities regulated by this Bylaw.

“Pool” means a Structure or Constructed depression used or intended to be used for swimming, bathing, wading, or diving, which is designed to contain water and has a depth,

at any point, exceeding 600mm, and greater than 7.5 square metres in size and also includes Above Ground Pool and Hot Tub as stipulated in Part 17.

“Professional Design” means the plans and supporting documents bearing the date, seal or stamp, and signature of a Registered Professional.

“Project” means any Construction operation.

“Qualified Person” means a person with appropriate certification to provide assurance that the Alternative Solution meets the requirements of the Building Code and this Bylaw;

“Qualified Plumber” means a person who holds a current certificate of qualification issued by the Province of British Columbia as a journeyman plumber for which a statement of compliance and assurance is being provided pursuant to the Certificate of Plumbing Test.

“Retaining Wall” means any Structure other than a Building that holds or retains Soil or other earth material behind it.

“Step Code” means the BC Energy Step Code as referenced in the Building Code Section 9.36.6, as amended from time to time.

“Stop Work Order” means an order issued by the Building Official or Bylaw Officer requiring the immediate suspension or correction of all or a portion of the Construction on a Building or Structure.

“Storage Racking System” means a system greater than 2.6 m in height that is generally machine loaded for commercial or industrial uses.

“Structure” means Construction or portion of Construction, of any kind, whether fixed to, supported by or sunk into Land, airspace or water, and includes Foundations or supporting frame Construction for exterior signs, equipment and machinery, interior storage racking greater than 2.6 m in height, tents, Retaining Walls, Inter-modal Containers, and Pool fences, but specifically excludes paving, fences and landscaping.

“Temporary Building” includes any temporary sales office, Construction office or a Structure in which tools are stored during Construction of a Building or other Structure.

“Zero Carbon Step Code” means the BC Energy Step Code as it relates to GHG emissions as referenced in the Building Code Section 9.37, as amended from time to time

“Zoning Bylaw” means the RMOW Zoning and Parking Bylaw No. 303, 2015, as amended or replaced from time to time.

PART 33 REPEAL

33.1 The RMOW “Building and Plumbing Regulation Bylaw No. 1617 2002” is repealed.

PART 34 IN FORCE

34.1 This Bylaw shall be effective from the date of adoption.

GIVEN FIRST, SECOND AND THIRD READINGS this ____ day of _____, 2025.

ADOPTED this ____ day of _____, 2025.

Jack Crompton
Mayor

Pauline Lysaght
Corporate Officer

I HEREBY CERTIFY that this is a
true copy of “Building Regulation
Bylaw No. 2482, 2025”.

RESORT MUNICIPALITY OF WHISTLER

BUILDING PERMIT FEES AND CHARGES BYLAW NO. 2483, 2025

A BYLAW TO ESTABLISH FEES AND CHARGES RELATING TO BUILDING PERMITS AND OTHER RELATED FEES

WHEREAS a local government may, by bylaw, impose fees and charges under the authority of Section 194 of the *Community Charter* in relation to, all or part of a service of the municipality, the use of municipal property, or the exercise of authority to regulate, prohibit or impose requirements;

AND WHEREAS the Council deems it necessary and desirable to exercise the authority provided by the *Community Charter* to cover costs of providing services and information;

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

CITATION

1. This Bylaw may be cited for all purposes as "Building Permit Fees and Charges Bylaw No. 2483, 2025" (Bylaw).

FEES, CHARGES AND REFUNDS SCHEDULE

2. The fees and charges set out in Schedule A, that is attached to and forms part of the Bylaw, are hereby established and are subject to the applicable taxes where appropriate.

DEFINITIONS

3. Any capitalized terms in the Bylaw shall refer to the definition from the Building Regulation Bylaw No. 2482, 2025.

SEVERABILITY

4. If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed, and the remainder of the Bylaw is deemed valid.

GIVEN FIRST, SECOND and THIRD READINGS this ____ day of ____, 2025.

ADOPTED this ____ day of _____, 2025.

Jack Crompton,
Mayor

Pauline Lysaght,
Corporate Officer

I HEREBY CERTIFY that this is a
true copy of "Building Permit Fees
and Charges Bylaw No. 2483,
2025".

SCHEDULE A

ADMINISTRATIVE APPLICATION PROCESSING FEE

A non-refundable fee is required at the time of Permit application. The administrative application processing fee (Admin Fee) is a one-time, non-refundable fee, applicable to all Permit submissions, due when making a submission for review and acceptance into the Permit review process.

The Admin Fee is due at Permit submission or no later than 14 days after Permit submission. If the Admin Fee is not received by this date, the Permit application will be cancelled, and the Admin Fee will be kept.

Admin Fee	\$83.72 per Permit application
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VALUE OF CONSTRUCTION:

The value of Construction for a building or structure is the value of construction declared by the applicant on the Permit application or, at the discretion of the Building Official, the value based on the current edition of the Marshall and Swift Residential Cost Handbook, Marshal Valuation Service¹ or other current valuation table reasonably appropriate to the type of Construction involved.

PERMIT FEES FOR BUILDINGS

Using the value of construction, Permit fees for Buildings are calculated according to Table 1 below.

Where the RMOW requires a professional plan certification, a discount of 5% of the Permit fee as calculated in Table 1 will apply, up to a maximum reduction of \$500.00.

¹ Marshall and Swift Residential Cost Handbook base the cost of construction on the following:

- full construction cost of the total current monetary worth of all labour;
 - includes any market labour and any unpaid labour provided by an owner or volunteer; is to be factored as if it was market labour
- all fees and costs incurred for design;
- investigative testing;
- consulting services (Architect, Structural Engineers, etc.);
- construction (all components);
- construction management;
- contractor's profit and overhead;
- sales taxes; and
- construction insurance; related to the full completion building.

Where work requiring a Permit in accordance with the Bylaw has been started without obtaining a Permit, the Permit fees as calculated in Table 1 will be doubled provided that the additional Permit fee shall be a minimum of \$500 and up to a maximum of \$2,000.

TABLE 1

Up to \$20,000	\$15.21 per \$1000 or part thereof, minimum fee \$105.17
\$20,001 to \$50,000	\$304.20 plus \$13.62 per \$1000 or part thereof over \$20,000
\$50,001 to \$100,000	\$712.92 plus \$12.71 per \$1000 or part thereof over \$50,000
\$100,000 to \$1,000,000	\$1,348.62 plus \$10.63 per \$1000 or part thereof over \$100,000
Above \$1,000,001	\$10,841.22 plus \$10.06 per \$1000 or part thereof over \$1,000,000

In addition, the following fees may apply:

PERMIT FEES FOR PLUMBING

The fees payable for the issuance of a Permit for plumbing are calculated according to Table 2 below.

Where work requiring a Permit for plumbing in accordance with the Bylaw has been started without obtaining a Permit, the Permit fees as calculated according to Table 2 will be doubled.

Plumbing fixtures include, but are not limited to:

Water closet, sink, lavatory, bathtub, shower, hot water tank, clothes washer, dish washer, floor drain, roof drain, water heater, oil and grease interceptor, sump, catch basin, backflow prevention device, vacuum breaker and any similar appliance which is connected to sanitary drain water supply or internal rainwater leader.

TABLE 2

Fixtures/Appliances:
\$23.89 per plumbing fixture
\$33.46 for each water meter
\$49.96 for each sewage pump
\$99.93 for each public swimming pool or site constructed whirlpool
Alterations to Existing Piping Systems:
\$49.96 for each 30 metres of water, sanitary or storm drainpipe installed
Minimum Fee:
A minimum fee of \$99.93 for all Permits for plumbing

OTHER PERMIT TYPE FEES

All other Permit type fees are listed in Table 3 below and are non-refundable.

TABLE 3

Demolition Permit	\$207.87
Fireplace and Chimney Permit	\$109.64
Moving Permit (within RMOW boundaries)	\$207.87
Foundation Permit	\$597.95
Fire Suppression System Permit	\$159.90 per sprinkler system
Temporary Permit	\$207.87

ADMINISTRATIVE AND INSPECTION FEES

TABLE 4

The following fees are applicable during an application or inspection review and are non-refundable.

Alternative Solution Review (existing Permit application or Permit):	\$1,214.05
Occupancy Load Review	\$500.00
Product Test Report Review	\$149.84
Product Code Equivalency Report Review - first review	\$499.45
Product Code Equivalency Report Review - each additional review	\$299.67
Each Building inspection after the second inspection	\$73.09 (paid in advance)
Site Servicing Inspection Fees	<p>\$39.99 for the first 20 metres of potable water, sanitary sewer and storm drain services.</p> <p>\$15.99 for each additional 30 metres of potable water, sanitary sewer and storm drain services.</p> <p>\$39.99 for each 100 metres of drain tile.</p>
Permit inspection after normal operating hours of the RMOW	<p>\$73.09 per hour, billed by the quarter hour and include traveling time.</p> <p>Minimum charge of \$292.36.</p>
Voluntary Inspections	\$73.09 (paid in advance)

Plan Revisions for any existing Permit application or Permit:	\$73.09 per hour, billed by the quarter hour. Minimum charge of \$73.09.
Covenant Preparation (Land Title Office registration fee remains the responsibility of the Owner):	\$73.09 per hour, billed by the quarter hour. Minimum charge of \$73.09.
Property Record Request:	\$36.55.
Archiving:	\$2.88 per sheet of Building plans over 8 ½" x 11". \$1.49 per sheet of Building plans 8 ½" x 11" or under.
Permit Extension Fee:	\$73.09
Permit Transfer or Ownership Transfer:	\$219.27
Miscellaneous Services:	\$73.09 per hour, billed by the quarter hour, payable upon delivery of services not otherwise mentioned in this Schedule.

REFUNDS

Requests for refunds must be submitted in writing to the Building Official who will determine the amount of fees, if any, that may be refunded.

Refunds shall be calculated at the time the refund request is made and in accordance with Table 5.

The portion of the total calculated Permit fee that may be refunded is a percentage of the total fees payable under Schedule A and calculated based on a percentage related to functions undertaken by the RMOW per Table 5.

The refund shall be returned to the Owner named on the application for a Permit or the person named on the fee receipt, unless such person advises the Building Official, in writing and prior to the release of the refund, of a change in person to receive the refund, in which case the refund shall be returned to the person then authorized to receive it.

If the calculated refund is less than \$150.00, no refund shall be paid.

If an overpayment of a Permit fee occurs on a Permit application and the overpayment is less than \$100.00 the difference will not be refunded.

TABLE 5

Scenario	Refund Percentage
Application is rejected and not accepted for review	95%

Application is cancelled prior to review	75%
Application cancelled prior to Permit issuance	50%
Permit has been issued, and no field inspections have been performed after Permit issuance	45%
Permit has been issued, and field inspection(s) has been performed	5% per field inspection performed
After a period not less than two (2) years from the date of application being received, if: a) the application has not been cancelled; b) the Permit has not been issued; or c) the Permit has not been acted upon.	0%
Confirmation of Permit Application review	Up to \$500.00 (maximum)

RESORT MUNICIPALITY OF WHISTLER

CEMETERY MANAGEMENT AMENDMENT BYLAW (MISC FEES AND PLOT UPDATES) NO. 2484, 2025

A BYLAW TO AMEND THE CEMETERY MANAGEMENT BYLAW NO. 2367, 2023

WHEREAS the Council has adopted “Cemetery Management Bylaw No. 2367, 2023”;

AND WHEREAS the Council deems it necessary and expedient to amend the Resort Municipality of Whistler “Cemetery Management Bylaw No. 2367, 2023”;

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

CITATION

1. This Bylaw may be cited for all purposes as the Resort Municipality of Whistler “Cemetery Management Amendment Bylaw (Misc Fees and Plot Updates) No. 2484, 2025 ”.

AMENDMENTS

2. “Cemetery Management Bylaw No. 2367, 2023” is amended:
 - a) in section 3, by replacing the definition “Resident” with the following:

“**Resident**” means any person continuously and permanently residing, or having resided in the Resort Municipality of Whistler (RMOW) for a period of not less than six months at the time of purchasing a Right of Interment (with an exception for a person who has left the RMOW for palliative or other medical reasons), with such documentation to evidence residence as may be determined by the RMOW,
 - b) in Schedule A, by adding the following fees under the section entitled “MEMORIALS” in the corresponding sections.

MEMORIALS	FEES
In-Ground Lot: Memorial Marker Removal & Re-Installation	\$362.74
Columbaria Niche: Shipping Fees for Markers**	\$100.00
Scattering Memorial: Bronze Plaque & Engraving**	\$300.00
Scattering Memorial: Shipping Fees for Markers**	\$50.00

- c) in Schedule A, by replacing the following fees currently included under the section entitled “MEMORIALS” with the following:

Columbaria Niche: Panel Engraving **	\$530.00
Scattering Memorial: Installation	\$362.74

- d) in Schedule A, by adding the following at the bottom of the table under “*Care Fund fees are mandatory by law”:

**Subject to PST.

- e) by adding a new Section 9.1(c) as follows:

- (c) The dimensions of an urn containing Cremated Remains that are to be placed into a Columbaria Niche may not exceed 23 cm (9”) high x 23 cm (9”) wide x 23 cm (9”) deep.

GIVEN FIRST, SECOND and THIRD READINGS this ____ day of _____, 2025.

ADOPTED this ____ day of _____, 2025.

J. Crompton,
Mayor

P. Lysaght,
Corporate Officer

I HEREBY CERTIFY that this is a true copy of “Cemetery Management Amendment Bylaw (Misc Fees and Plot Updates) No. 2484, 2025”.

Dear Whistler City Council and Whistler Business Association,

I am writing to express significant concerns about pedestrian safety in Whistler Village following a troubling experience during my family's visit this past weekend. My partner, daughter, our dogs, and I intended to enjoy a leisurely stroll through the village, engaging in shopping and dining. However, our experience was marred by repeated safety hazards caused by mountain bikers riding through crowded pedestrian areas.

Over the course of approximately ninety minutes, we narrowly avoided collisions with cyclists on two separate occasions, with three bikers nearly striking my daughter and me. Despite clear signage instructing cyclists to dismount in the village, these rules were consistently disregarded. The lack of enforcement or reinforcement of these regulations created an unsafe and unwelcoming environment for pedestrians, significantly detracting from our visit.

As a family that values Whistler's charm and vibrancy, we are deeply disappointed by this experience. The absence of effective bylaws or enforcement measures to ensure pedestrian safety undermines the village's appeal as a family-friendly destination. Unless meaningful steps are taken to address this issue—such as increased enforcement, enhanced signage, or dedicated cyclist pathways—we will regrettably be unable to return to Whistler in the foreseeable future.

I also feel compelled to share this experience through social media to publicly raise awareness among other potential visitors.

I urge the City Council and the Business Association to collaborate on immediate solutions to prioritize pedestrian safety and preserve Whistler's reputation as a premier destination.

I would appreciate a response outlining any planned actions to address these concerns.

Thank you for your attention to this critical matter.

Sincerely,

Diana Mogensen

[REDACTED] Vancouver [REDACTED]
[REDACTED]

Dear Mayor & Council,

As a resident who cares deeply about the environmental health and long-term sustainability of the Whistler community, I am writing to express my strong support for the steps RMOW staff are taking to implement the Zero Waste Action Plan (ZWAP). I commend their commitment and ongoing work, and I am encouraged by recent progress, particularly the recent amendments to the Solid Waste Bylaw presented to Council on June 10th.

I am especially supportive of the bylaw changes that:

- Improve options for addressing non-compliance in multifamily housing,
- Clarify banned materials to support proper sorting,
- Introduce revised wood waste definitions and a reuse pilot initiative,
- Require solid waste management plans for certain permits.

However, as highlighted by RMOW staff during the June 10th Council meeting, Whistler is not on track to meet its target of reducing landfill waste by 80% by 2030 (from 2019 levels), with 11,577 tonnes generated last year, a far cry from the 2,368-tonne goal. The update made it clear that no new technology is needed; rather, we must shift how we manage waste and engage the community to drive meaningful change.

This is where bold leadership from the Council is essential. We need you to continue empowering staff, supporting the Zero Waste Working Group, and pushing forward solutions that make it easier to do the right thing, and harder to do the wrong thing. These targets are critical for measuring progress and driving meaningful action. Falling short should inspire renewed effort, not reduced ambition.

To accelerate progress toward our zero waste goals, I urge Council to consider the following recommendations:

- Introduce hauler licensing and data reporting for greater oversight;
- Require clear bags for landfill-bound waste to encourage source separation;
- Expand local recycling options for items like asphalt shingles, furniture, and hazardous waste;
- Implement “Pay As You Throw” systems to create financial incentives for waste reduction;
- Provide free tire drop-off at the transfer station;
- Extend solid waste management plan requirements to all new builds, major renovations, and rezoning applications;
- Align mixed waste contamination limits with Squamish’s 5% threshold.

Effective waste management is essential for meeting climate targets because it reduces potent greenhouse gas emissions, conserves resources, and supports low-carbon, circular communities that are key to a sustainable future. The Zero Waste Action Plan provides a realistic and community-driven roadmap to reducing waste and building local resilience. It deserves full implementation.

I appreciate your ongoing leadership and look forward to seeing Whistler continue to move toward its sustainability goals.

Sincerely,

Signed by:

M. Sober	Whistler
A. Beech	Pemberton
M. Kertesz	Whistler

Dear Mayor and Council,

I hope this message finds you well.

I'm writing to sincerely thank you for passing the first three readings of the updated Environmental Protection Bylaw and the new Tree Protection Bylaw. These important steps reflect a deep commitment to Whistler's environmental values, and I truly appreciate the thoughtful work that Council and RMOW staff have put into moving these bylaws forward. I'm looking ahead with hope and anticipation to their final adoption on June 24.

Like so many others in Whistler, I believe that protecting our trees and natural ecosystems is essential to the health, character, and future resilience of our community.

Trees are more than just part of the landscape - they're vital to biodiversity, habitat connectivity, carbon sequestration, and climate adaptation. They also support public health, mental well-being, and even the economic vitality that Whistler depends on. This bylaw doesn't just align with environmental goals; it strengthens the fabric of our entire community.

It also complements other critical RMOW initiatives, like the Priority Habitat Framework and the Big Moves Climate Strategy - particularly Goal 3, which focuses on protecting and enhancing the resilience of our natural assets and ecosystems.

Thank you again for your leadership on this issue and for helping to ensure that Whistler's policies reflect both the urgency of the climate crisis and the values of the people who call this place home. I look forward to celebrating the adoption of these bylaws alongside many others who care deeply about the future of our shared environment.

Sincerely,

Signed by:

A. Beech	Pemberton
S. Dunzlow	Squamish
M. Baker	Whistler
S. Maxwell	Whistler

Dear Mayor and Council,

I write in support of Crosland Doak's letter to Council dated June 22, 2025, and I defer to his professional experience and concerns, which are succinctly and credibly presented. Having served a three-year term alongside Crosland on Whistler's Advisory Design Panel from 2011 to 2014, I hold his professional opinion—particularly in the field of Landscape Architecture—in the highest regard.

While I support many aspects of the proposed Tree Bylaw, I am strongly opposed to the provision that prohibits the cutting of "Large Trees" (defined as trees greater than 60 cm in diameter at breast height) *solely* to improve views or access to sunlight. This clause represents an unjustified overreach and fails to deliver on the stated intent to "balance regulation with development and property rights, and support property values," as described in the June 10, 2025 Council package.

Trees grow. Over time, they can become extremely large and obstruct sunlight, views, and property use. It is both reasonable and appropriate for property owners to manage such trees, particularly when their presence negatively impacts enjoyment, utility, and value. The proposed bylaw already includes progressive mechanisms to ensure large trees are removed responsibly and replaced with suitable species—ensuring ecological continuity and regeneration. While ideological objections to tree removal exist, including for large trees, such views should not override a property owner's right to manage vegetation on their land.

Ironically, during the June 10 Council meeting, a development application for Horstman Lane was presented. The Advisory Design Panel's first comment in the minutes reads:

"1. Generally supportive of building siting on property considering tree preservation area, topography, sunlight access, and neighbouring views."

Yet the Tree Bylaw, in its current form, appears to ignore those very considerations by restricting removals intended to enhance sunlight or views—thus contradicting the guidance of the Panel and sound planning principles.

I encourage Council to review historic orthophotos available on the municipal GIS website. In general, Whistler's tree cover has never been denser. Many areas previously cleared now exhibit significant forest regrowth. This context is important when evaluating the need for stronger protection measures. I share council's concern on the clear-cutting of individual lots, and support measures to prohibit this practice in the future.

Finally, the community engagement on this bylaw has been inadequate. Most residents do not routinely review minutes from Committee of the Whole or Council meetings. While

AWARE was likely informed ahead of time, the majority of Whistler homeowners only became aware of the bylaw when it was reported in the *Pique* on June 18. Despite the subsequent correction, the original print and online versions still state the following—an assertion that is completely false:

“The tree bylaw requires a permit to cut any tree larger than 15 centimetres in diameter within Whistler’s municipal boundaries, except for those within active development permits or deemed hazardous by a qualified arborist.”

The fact that even experienced reporters could so easily misrepresent the bylaw speaks to its length, complexity, and the need for clearer public communication and input.

Whistler’s current approach—adopting first through third readings at a single Council meeting, followed by fourth reading at the next—leaves little room for meaningful public engagement. I urge Council to return to the previous practice of separating readings across multiple meetings, allowing adequate time for community review and feedback.

Sincerely,

Eric Callender

Whistler, BC

Dear Mayor Jack and Councillors

I hope this letter finds you well. I am writing to express my deep concern about the ongoing infestation of spruce budworm in the Whistler area, and the urgent need for immediate action to mitigate its impact on our forests. If left unchecked, this infestation could lead to widespread tree mortality, with far-reaching consequences for our local environment, wildlife, and economy.

As you are likely aware, the spruce budworm (*Choristoneura fumiferana*) has been spreading rapidly across the region, severely affecting the health of our forests. This pest not only threatens the ecological balance of our environment but also poses a significant fire risk. As the infested trees die off, they will create an increase in dead wood, which could act as additional fuel in the event of a wildfire. Given the growing wildfire risks in British Columbia, particularly in the wake of our increasingly dry summers, this only compounds the danger to our community and the surrounding natural areas.

The loss of these trees would not only diminish the beauty of our landscapes but also impact critical ecosystem services such as air and water filtration, wildlife habitat, and carbon sequestration. Further, the accumulation of dead and dying trees will make it more difficult to control potential wildfires, which could have devastating consequences for public safety and property.

I strongly urge you to prioritize action to mitigate the spread of spruce budworm and reduce the associated wildfire risk. Specific measures that could be taken include:

- **Enhanced monitoring and surveying** of affected areas to assess the scale and movement of the infestation.
- **Strategic use of biological controls** such as releasing natural predators or parasitoids to reduce the budworm population.
- **Public awareness campaigns** to educate residents about the infestation and encourage reporting of affected trees.
- **Collaboration with forestry experts** to explore safe and effective interventions, such as pheromone traps or targeted insecticide applications, where necessary.
- **Active management of deadwood** to reduce the fire hazard posed by dying trees.

The impacts of this infestation on our forests will be long-lasting unless we act now. I trust that you understand the urgency of this situation, and I sincerely hope that the Municipality of Whistler will take immediate and effective steps to protect our environment, our

community, and the natural resources that are vital to our way of life. If you are already taking action I would encourage you to share the plan with our community.

Thank you for your attention to this pressing matter. I would welcome the opportunity to discuss this further or offer assistance in any way.

Yours sincerely,

Andrea Mueller

[REDACTED]

Whistler, BC

[REDACTED]



Eczema Society of Canada | 411 The Queensway South, PO Box 25009 Keswick, ON L4P 4C2 | 1-855-ECZEMA-1 | www.eczemahelp.ca

June 26, 2025

Dear Whistler Mayor and Council,

I'm writing on behalf of Eczema Society of Canada to inquire about illuminating the Fitzsimmons Covered Bridge for one day during the first week of November 2025 to support Eczema Awareness Month.

Last year, we were fortunate to have the Bridge illuminated, and we hope to continue this meaningful tradition in 2025.

I've included the requested details in the attached document, which outlines our plans for promoting the Bridge if the date is available. We have flexibility on the date and will work with your team if our selected date is unavailable. I look forward to hearing from you.

Thank you for your consideration.

Warmly,
Hilary

Hilary Lawton
Communications Lead
Eczema Society of Canada
hilary@eczemahelp.ca
647.746.4417



Landmark Lighting Request Form

Please complete the form and scan/email to corporate@whistler.ca along with your cover letter addressed "To Mayor and Council" with information regarding your campaign or cause.

We will contact you to confirm the status of your request.

Contact Name	Hilary Lawton
Organization	Eczema Society of Canada
Business Address	411 The Queensway South, Post Office Box 25009, Keswick, ON
City/Province/Postal Code	L4P 4C2
Business Phone Number	647-746-4417
Business Email	hilary@eczemahelp.ca
Website Address	https://eczemahelp.ca/
Brief description of the event associated with your request - 75 words or less <i>(Information here will be used for communications and the sign on the bridge. RMOW will edit copy if necessary.)</i>	November is Eczema Awareness Month, and Eczema Society of Canada (ESC) is partnering with monuments and landmarks across Canada to light up blue to "shine a light" on the burden and impact of eczema and atopic dermatitis (AD). Last year, we were fortunate to have the the Fitzsimmons Covered Bridge illuminated in blue, and we hope to continue this meaningful tradition in 2025.
Optional: Social Media Campaign Title (include hashtags)	#ShiningALightOnEczema
Landmark Choice	<input type="checkbox"/> Fitzsimmons Covered Bridge
Date of Event	November 18, 2025
Colour Request	Blue

Signature: Hilary Lawton Digitally signed by Hilary Lawton
Date: 2025.06.26 13:33:09 -04'00'

Date: June 26, 2025

This application does not guarantee that your event lighting request will be approved or your date is available.



Landmark Lighting Request Form

Please complete the form and scan/email to corporate@whistler.ca along with your cover letter addressed "To Mayor and Council" with information regarding your campaign or cause.

We will contact you to confirm the status of your request.

Contact Name	Emily Ing
Organization	MitoCanada Foundation
Business Address	520 3rd Avenue S.W., Suite 1900, Calgary, AB
City/Province/Postal Code	T2P 0R3
Business Phone Number	289-807-2929
Business Email	emily@mitocanada.org
Website Address	https://mitocanada.org
Brief description of the event associated with your request - 75 words or less <i>(Information here will be used for communications and the sign on the bridge. RMOW will edit copy if necessary.)</i>	<p>World Mitochondrial Disease Week is back from September 15 - 21, 2025, to raise global awareness for mitochondrial health and disease (mito)! Last year, we saw record-breaking engagement, with over 50 Canadian and 300 confirmed international landmarks shining brightly in green to show their support.</p> <p>We kindly request that your landmark be illuminated in green on Saturday, September 20th, 2025, or alternatively on any other day during World Mitochondrial Disease Week (September 15–21, 2025). We will recognize your participation on MitoCanada's website and World Mitochondrial Disease Week's global map!</p>
Optional: Social Media Campaign Title (include hashtags)	@mitocanada @worldmitodiseaseweek
Landmark Choice	<input type="checkbox"/> Fitzsimmons Covered Bridge
Date of Event	September 20th, 2025
Colour Request	Green

Signature: Emily Ing

Date: June 26th, 2025

This application does not guarantee that your event lighting request will be approved or your date is available.