

WHISTLER

AGENDA

**REGULAR MEETING OF MUNICIPAL COUNCIL
TUESDAY, SEPTEMBER 20, 2016, STARTING AT 5:30 P.M.**

**In the Franz Wilhelmssen Theatre at Maury Young Arts Centre – Formerly
Millennium Place
4335 Blackcomb Way, Whistler, BC V0N 1B4**

ADOPTION OF AGENDA

Adoption of the Regular Council agenda of September 20, 2016.

ADOPTION OF MINUTES

Adoption of the Regular Council minutes of September 6, 2016.

PUBLIC QUESTION AND ANSWER PERIOD

PRESENTATIONS/DELEGATIONS

RCMP Statistics and
Review

A presentation by RCMP Inspector Neil Cross regarding RCMP statistics and review.

MAYOR'S REPORT

INFORMATION REPORTS

Whistler Housing
Authority's 2016
Employer Housing
Needs Assessment
Report No. 16-107
File No. 7724

A presentation by Whistler Housing Authority staff.

That Council receive the Whistler Housing Authority's 2016 Employer Housing Needs Assessment attached as Appendix A to Council Information Report No. 16-107.

ADMINISTRATIVE REPORTS

Amendment to Building
and Plumbing
Regulation Bylaw No.
1617, 2002
Report No. 16-108
File No. 4654/4604

A presentation by municipal staff.

That Council consider giving first, second and third readings to Building and Plumbing Regulation Amendment Bylaw No. 2126, 2016.

MINUTES OF COMMITTEES AND COMMISSIONS

Whistler Bear Advisory Committee	Minutes of the Whistler Bear Advisory Committee meeting of July 13, 2016.
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BYLAWS FOR FIRST, SECOND AND THIRD READINGS

Building and Plumbing Regulation Amendment Bylaw No. 2126, 2016	That Council consider giving first, second and third readings to Building and Plumbing Regulation Amendment Bylaw No. 2126, 2016.
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BYLAWS FOR ADOPTION

Five-Year Financial Plan 2016–2020 Amendment Bylaw No. 2127, 2016	That Council adopt Five-Year Financial Plan 2016–2020, Amendment Bylaw No. 2127, 2016.
Taxation Exemption for Philanthropic Purposes Bylaw No. 2125, 2016	That Council adopt Taxation Exemption for Philanthropic Purposes Bylaw No. 2125, 2016.
Zoning Amendment Bylaw (Whistler RV) No. 2110, 2016	That Council adopt Zoning Amendment Bylaw (Whistler RV) No. 2110, 2016.

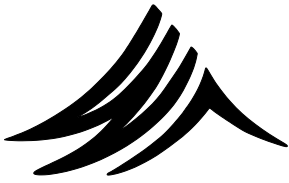
OTHER BUSINESS

CORRESPONDENCE

Union of British Columbian Municipalities (UBCM) – completion of Fuel Management Project Update File No. 3009	Correspondence from Peter Ronald, Programs Officer UBCM dated August 30, 2016, regarding the Union of British Columbian Municipalities (UBCM) completion of Fuel Management Project Update.
Graffiti in Creekside File No. 3009	Correspondence from Elizabeth Turner dated August 31, 2016, regarding graffiti in Whistler Creekside and possible solutions.
Municipal Construction Site Considerations File No. 3009	Correspondence from Stuart Munro dated September 10, 2016, regarding recommendations for construction sites.

Four Seasons Resort Initiative - Festival of Trees Support for BC Children's Hospital Foundation File No. 3009	Correspondence from Louise Caparella, Executive Assistant, Four Seasons Resort and Residences Whistler dated September 13, 2016, regarding the Four Seasons Resort and Residences Whistler's initiative and requesting Municipal support for Festival of Trees in support of BC Children's Hospital Foundation.
District Energy System (DES) Issues File No. 3009	Correspondence from Marc Dianne dated September 13, 2016, regarding issues with his DES.
Light Up Teal for Canada Trigeminal Neuralgia Canada (CaTNA) File No. 3009	Correspondence from Kathy Somers, Group Leader for Canada TNA regarding information on Trigeminal Neuralgia (chronic face pain) and requesting that the Fitzsimmons bridge be lit up teal (or close to it) on October 7, 2016 in support.

ADJOURNMENT



WHISTLER

MINUTES

**REGULAR MEETING OF MUNICIPAL COUNCIL
TUESDAY, SEPTEMBER 6, 2016, STARTING AT 5:34 P.M.**

**In the Franz Wilhelmsen Theatre at Maury Young Arts Centre – Formerly
Millennium Place
4335 Blackcomb Way, Whistler, BC V0N 1B4**

PRESENT:

Mayor N. Wilhelm-Morden

Councillors: S. Anderson, J. Crompton, J. Ford, J. Grills, A. Janyk,
S. Maxwell

Chief Administrative Officer, M. Furey
General Manager of Infrastructure Services, J. Hallisey
General Manager of Corporate and Community Services, N. McPhail
General Manager of Resort Experience, J. Jansen
Director of Finance, K. Roggeman
Director of Planning, M. Kirkegaard
Municipal Clerk, L. Schimek
Manager of Communications, M. Comeau
Senior Planner, M. Laidlaw
Planning Analyst, R. Licko
Recording Secretary, M. Kish

ADOPTION OF AGENDA

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

That Council adopt of the Regular Council agenda of September 6, 2016.
CARRIED

ADOPTION OF MINUTES

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

That Council adopt the Regular Council minutes of August 16, 2016 with the replacement of the Draft Minutes as amended which Council received earlier today.

CARRIED

Moved by Councillor J. Crompton
Seconded by Councillor J. Grills

That Council adopt the Public Hearing minutes of July 26, 2016 Bylaw 2110.
CARRIED

PUBLIC QUESTION AND ANSWER PERIOD

There were no questions from the public.

MAYOR'S REPORT

Mayor Wilhelm-Morden extended her deepest condolences on behalf of Council and the RMOW to the family of Dan Giesen. Dan worked for more than two decades with the RMOW, beginning in 1989 as a plan checker in the building department, overseeing the review of most of the home plans in Whistler built between 1990 and recently. Dan lived in Pemberton for many years, and more recently moved to Britannia Beach to be closer to the ocean, which he loved. Our thoughts and sympathies are with his family and friends.

Mayor Wilhelm-Morden also extended her deepest condolences to the family of Eileen Tomalty, a long time Whistler resident. Eileen was an active and well-known member of our community, earning her the Whistler Rotary's Paul Harris Award and Whistler's 'Citizen of the Year'. Eileen and her husband Gordon, who served on this Council from 1990 to 1993, were known for their service to the community after retiring here in the 1980's. They started the Mature Action Committee and the Elizabeth Manso Visiting Volunteers Service shortly after. Eileen also served as a Mountain Host. Her contributions to our community are remembered fondly and our thoughts are with her children, grandchildren and family during this difficult time. Mayor Wilhelm-Morden commented that she knew Eileen's husband Gordon through his role in municipal politics and she knew Eileen through the Elizabeth Manso Visiting Volunteers Service. Mayor Wilhelm-Morden commented that the creation of that service in Whistler meant a lot to so many people and that Eileen was very dedicated to the people that she helped.

On behalf of the Resort Municipality of Whistler, Mayor Wilhelm-Morden welcomed the RBC Granfondo Whistler for its sixth year on Saturday, September 10. This event highlights Whistler as a world-class cycling destination and brings thousands of cyclists and their families to the Sea to Sky corridor. There will be lane closures, traffic delays, and single-lane alternating traffic on Highway 99 between Horseshoe Bay and Whistler for the Granfondo Whistler. The Lions Gate Bridge will be closed northbound, from Vancouver between 5:30 a.m. to 8:00 a.m. Motorists travelling to or leaving Whistler are advised to plan their travel in advance and should be prepared for significant delays. Village access on September 10 will be from Lorimer Road only, as Village Gate Boulevard will be closed from 5:00 a.m. to 6:00 p.m. Day Lot 4 will be closed Friday, September 9 and Saturday, September 10. Access to pay parking in Day Lots 1, 2 and 3 will be from Lorimer Road.

This weekend marks the final concert in the Whistler Presents summer concert series. Steven Page will close the Outdoor Concert Series on Saturday, beginning at 7:00 p.m. Whistler Presents, funded by the Province

of B.C.'s Resort Municipality Initiative (RMI), helped the RMOW bring in a series of celebrated Canadian and international artists to the free outdoor concert series at Whistler Olympic Plaza. There were many great artists and bands who performed and brought together thousands of people this summer on the Great Lawn. Mayor Wilhelm-Morden thanked the Province of B.C. for their generous funding that made the concert series possible, and to all the staff who worked hard to bring the concert series together. Mayor Wilhelm-Morden commented that we had many positive comments from visitors and residents and although statistics are not available for this summer yet, in 2015 when asked about the concert series, visitors indicated they were very highly satisfied and that the series had a very positive impact on their overall Whistler experience.

This past weekend marked the last Saturday in the Resort Municipality of Whistler's free transit pilot program. In partnership with Whistler Blackcomb, BC Transit and Whistler Transit, the RMOW was able to offer free transit on six Saturdays initially until 6:00 p.m. and later extended the free hours until 8:00 p.m. Initial results on the program were very promising, transit ridership increased as much as 40 per-cent during peak times on certain weekends. Now that the program has wrapped up, RMOW staff will be conducting a survey, seeking feedback from residents and visitors about the program. The survey will be available next week at www.whistler.ca. The Transportation Advisory Group will be reporting on results from the pilot project in October along with other updates from the committee.

This summer, the RMOW operated a food truck pilot program that put food trucks at Lost Lake, Spruce Grove and Rainbow Park. The RMOW recently announced that based on the program's summer popularity, and the willingness of the participating vendors, the food truck program will continue past September 5 to weekends in September when the weather is hot and sunny. The RMOW is also looking for feedback on this summer's food truck program to take into consideration for 2017 if the program continues. Mayor Wilhelm-Morden encouraged residents and visitors to share their thoughts and recommendations by email at parks@whistler.ca.

As we approach fall, we are entering a period where bears are their most active, searching for food to meet the caloric needs for hibernation. Mayor Wilhelm-Morden reminded all residents and visitors that there are actions they can take to keep Whistler's bears safe and keep people safe as well:

- Never feed or approach a bear. Always keep your distance.
- Put all garbage and recycling in wildlife-proof containers or enclosures.
- Manage other bear attractants such as fruit trees, barbeques and bird feeders. Bears will look for a meal wherever they can.
- Please keep your dog on a leash. Not only is leashing your dog the by-law, it helps avoid conflict with bears.

Last month Mayor Wilhelm-Morden challenged five of our municipal Councillors to the "One bag challenge" to donate a bag of food or a cash donation to the Whistler Food Bank. Following that challenge, several organizations joined in such as the Zero Ceiling Society of Canada, the

Whistler Public Library, Main Street businesses, Arts Whistler and realtors at RE/Max Whistler. The summer months are traditionally a difficult time for food banks. Mayor Wilhelm-Morden encouraged Whistlerites to continue to get involved and support the food bank either by challenging their friends, co-workers or family on social media or by joining in on their own and donating a bag of food or cash donation to the Food Bank.

Mayor Wilhelm-Morden noted that Arts Whistler has embarked on its fall art walk amongst other things and have put together and published a brochure called "Fall For the Arts". It itemizes and describes all of the cultural offerings in Whistler during the months of September to December this year. Mayor Wilhelm-Morden commented that it is a great brochure that will be sure to entice you to participate in some of the items that will be held during this fall. The brochures are available all over Whistler.

Councillor Janyk informed that the Food Bank will accept e-transfer donations. The process is to call ahead to the Food Bank Manager, Sara Jennings to make sure that someone is available to accept the donation.

Councillor Ford informed that September is Childhood Cancer Awareness Month and that a number of events are taking place around the country to bring awareness to the fact that these cancers are devastating to families and that we have all probably had somebody close to us who have been affected by cancer. A large event will be held in Ottawa where they will light up Parliament Hill gold on September 17, 2016. Councillor Ford proposed that the RMOW light up the Fitzsimmons Bridge gold on September 17, 2016.

Moved by J. Ford
Seconded A. Janyk

That the RMOW light up the bridge across Fitzsimmons Creek on September 17, 2016 with the colour gold in recognition of childhood cancer awareness.

CARRIED

Mayor Wilhelm-Morden took the opportunity to provide an update in regards to the Cheakamus Crossing neighbourhood homes district energy system equipment which is in each of the more than 171 homes. Mayor Wilhelm-Morden informed that staff have been monitoring and reviewing this matter for some time in order to establish a thorough foundation to help inform how to move forward. The municipality compiled and delivered a Homeowner Quick Reference Guide and a Technical Service Guide earlier in 2016 to help homeowners properly maintain their district energy system units. In spring 2016, Whistler 2020 Development Corporation retained an independent expert to review the operations of home owners' district energy system units and better understand their experiences, which have been published in a Forensic Audit Report available on our website. While the report found no systematic failure with the district energy system, it did identify some deficiencies. Whistler 2020 Development Corporation is now focusing its

attention on the challenges being encountered in individual homes and looking to gather more information on these district energy system issues. Their plan is to identify specific deficiencies and look for ways to facilitate improved operations of the district energy system units by homeowners. They have met with a representative of the Volunteer Cheakamus Crossing District Energy System Committee and will be making more information about future plans related to the district energy system available as soon as possible. Mayor Wilhelm-Morden commented that we appreciate the urgency of this matter given the approaching winter season and that work on this matter is a priority.

INFORMATION REPORTS

Second Quarter
Financial Report - 2016
Report No.16-103
File No. 4527

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

That Council receive Information Report No.16-103 Quarterly Financial Report for the six months ended June 30, 2016.

CARRIED

ADMINISTRATIVE REPORTS

DVP 1095 – 3829
Sunridge Drive Height
And Setback Variances
Report No.16-100
File No. DVP 1095

Moved by Councillor J. Crompton
Seconded by Councillor J. Grills

That Council approve the issuance of Development Variance Permit DVP 1095 for the proposed development located at 3829 Sunridge Drive to:

1. Vary the height of the detached dwelling from 7.6 metres to 10.7 metres;
2. Vary the north side setback from 6.0 metres to 2.0 metres for an elevated driveway structure and associated retaining wall, a landscape planter and entry stairs;
3. Vary the north side setback from 6.0 metres to 5.5 metres for an electrical room;
4. Vary the southwest side setback from 6.0 metres to 1.0 metres for a retaining wall; and
5. Vary the southeast side setback from 6.0 metres to 2.0 metres for a retaining wall;

all as shown in Plans DVP01, DVP02, DVP03, DVP03B, DVP6, and DVP07 prepared by Franci Architecture, dated June 2016 and August 2016, and included in Administrative Report No. 16-100 as Appendix B;

That Council direct staff to advise the applicant that prior to issuance of DVP 1095, the following matters must be completed to the satisfaction of the General Manager of Resort Experience:

1. Modification of covenants BE234656, BE234657, and BJ342518 to reflect the development scheme;
2. Receipt of a landscape plan detailing planting to help screen the wall along the street edge, along with a landscape estimate for the

proposed landscape screening, and a letter of credit or other approved security in the amount of 135% of the landscape estimate, such security to be administered in accordance with Council Policy G-9 Landscape Security for Development Permit; and further

That Council authorize the Mayor and Municipal Clerk to execute the required amending covenants.

CARRIED

DP1508 - Earl's
Entrance Canopy and
Patio Improvements
Report No.16-101
File No. DP 1508

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

That Council approve the issuance of Development Permit DP 1508 for building entrance and patio improvements at Earl's Restaurant at 4295 Blackcomb Way, per the architectural plans prepared by Murdoch Company Architecture + Planning Ltd., dated June 13, 2016, attached as Appendix B to Council Report 16-101, and subject to adherence with the detailed items specified in the letter attached as Appendix G to Council Report 16-101, to the satisfaction of the General Manager of Resort Experience.

CARRIED

Liquor Retail Sales
Report No.16-102
File No. RZ 1125

Moved by Councillor J. Crompton
Seconded by Councillor J. Grills

That Council consider giving first and second readings to Zoning Amendment Bylaw (Liquor Retail Sales) Bylaw No. 2120, 2016; and further

That Council authorize staff to schedule a public hearing for Zoning Amendment Bylaw (Liquor Retail Sales) Bylaw No. 2120, 2016, and to advertise for the same in a local newspaper.

CARRIED

DP – 1442-4295
Blackcomb Way –
Whistler Village Centre
Statutory Right Of Way
Amendment
Report No.16-104
File No. DP 1442

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

That Council approve an amendment to Statutory Right of Way R72503 to specify conditions for landscape alterations at the locations within close proximity of municipal underground services as described in Administrative Report No. 16-104;

That Council authorize the Mayor and Municipal Clerk to execute the Statutory Right of Way amendment; and further

That the issuance of Development Permit DP 1442 for building and landscape improvements at the Whistler Village Centre as approved by Council on May 17, 2016, also be subject to registration of the Statutory Right of Way amendment to the satisfaction of the General Manager of Resort Experience.

CARRIED

Permissive Exemption,
Emerald Forest Lands

Moved by Councillor J. Grills
Seconded by Councillor J. Crompton

Report No.16-106
File No. 4567

That Council consider giving first three readings to Taxation Exemption for Philanthropic Purposes Bylaw No. 2125, 2016.

CARRIED

Five-Year Financial Plan
2016-2020 Amendment
Bylaw No. 2127, 2016
Report No.16-105
File No. 4530

Moved by Councillor J. Grills
Seconded by Councillor J. Crompton

That Council consider giving first, second and third readings to the Five-Year Financial Plan 2016-2020 Amendment Bylaw No.2127, 2016.

CARRIED

Whistler 2020
Development
Corporation – 2016
Annual Report
Report No.16-095
File No. Vault

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

That Council of the Resort Municipality of Whistler in open meeting assembled, hereby resolves that the Municipality, as sole Shareholder of Whistler 2020 Development Corp., pass the consent resolutions of the Shareholder of the Whistler 2020 Development Corp., a copy of which is attached to Administrative Report No. 16-095 as Appendix "A", and that the Mayor and Municipal Clerk execute and deliver the resolutions on behalf of the Municipality.

CARRIED

MINUTES OF COMMITTEES AND COMMISSIONS

Advisory Design Panel
(ADP)

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

That minutes of the Advisory Design Panel Committee meeting of April 20, 2016 be received.

CARRIED

Illegal Spaces Task
Force Committee
(ISTFC)

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

That minutes of the Illegal Spaces Task Force Committee meeting of May 16, 2016 be received.

CARRIED

BYLAWS FOR FIRST AND SECOND READINGS

Zoning Amendment
Bylaw (Liquor Retail
Sales) Bylaw No. 2120,
2016

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

That Zoning Amendment Bylaw (Liquor Retail Sales) Bylaw No. 2120, 2016 receive first and second readings.

CARRIED

BYLAWS FOR FIRST, SECOND AND THIRD READINGS

Taxation Exemption for
Philanthropic Purposes
Bylaw No. 2125, 2016

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

That Taxation Exemption for Philanthropic Purposes Bylaw No. 2125, 2016
receive first, second and third readings.

CARRIED

Five-Year Financial Plan
2016-2020 Amendment
Bylaw No. 2127, 2016

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

That Five-Year Financial Plan 2016-2020 Amendment Bylaw No. 2127, 2016
receive first, second and third readings.

CARRIED

BYLAWS FOR ADOPTION

Parks and Recreation
Fees and Charges
Amendment Bylaw No.
2124, 2016

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

That Parks and Recreation Fees and Charges Amendment Bylaw No. 2124,
2016 be adopted.

CARRIED

OTHER BUSINESS

There were no items of Other Business.

CORRESPONDENCE

United Nations
International Day of
Peace Proclamation
File No. 3009.1

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

That correspondence from Alison Hunter dated August 4, 2016 requesting
that September 21, 2016 be proclaimed International Day of Peace and
encourage Council to attend a Peace Day celebration. Council received this
correspondence and proclaimed September 21, 2016 as International Day of
Peace.

CARRIED

District Energy System
(DES) Issues
File No. 3009

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

That correspondence from Teresa and Chris Knight dated August 4, 2016,
regarding issues with their DES be received and referred to staff.

That correspondence from Stephanie and Paul van den Berg dated August 8,
2016, regarding issues with their DES be received and referred to staff.

That correspondence from Darryl and Deann Palmer dated August 23, 2016,
regarding issues with their DES be received and referred to staff.

That correspondence from Mike Boehm and Deanne Downey dated August 29, 2016, regarding issues with their DES be received and referred to staff.

That correspondence from Martin and Miyuki Roy dated August 29, 2016, regarding issues with their DES be received and referred to staff.

CARRIED

Pregnancy and Infant
Loss Awareness Day
Proclamation
File No. 3009.1

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

That correspondence from Mark, Robyn, Owen and Elliott Edmondson, dated August 5, 2016, requesting October 15, 2016 be proclaimed "Pregnancy and Infant Loss Awareness Day," and that the lights on the bridge across the Fitzsimmons Creek be changed to the campaign colours of pink and blue for that evening with a sign explaining the event and municipal support of the issue. Council proclaimed October 15, 2016 as "Pregnancy and Infant Loss Awareness Day," and directed staff to light the bridge across the Fitzsimmons Creek to the campaign colours of pink and blue for that evening with a sign explaining the event.

CARRIED

Proposal to Mark 25
Years of Diversity in
Whistler
File No. 3009

Moved by Councillor J. Crompton
Seconded by Councillor J. Grills

That correspondence from Dean Nelson, CEO and Executive Producer, Whistler Pride and Ski Festival dated August 8, 2016, requesting a permanent display of the Municipalities commitment to embracing diversity by painting a rainbow inspired crosswalk at the intersection of Village Gate Boulevard be received and referred to staff with the direction to work with Dean Nelson in commemorating Whistler's commitment to diversity by painting a rainbow at an intersection in Whistler.

CARRIED

Canadian Cancer Society
Endorsement Request
File No. 3009

Moved by Councillor J. Grills
Seconded by J. Ford

That correspondence from Megan Klitch, Tobacco Lead and Jenny Byford, Advocacy Lead, Canadian Cancer Society, BC and Yukon dated August 12, 2016, requesting that Whistler consider endorsing the Society's recommendation that the BC government expand the scope of *BC's Tobacco and Vapour Products Control Act* to prohibit use in outdoor public places province-wide be received and referred to staff.

CARRIED

Business Impacted by
Event Road Closures
File No. 3009

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

That correspondence from Lance Eymundson, owner of Whistler Home Hardware dated August 18, 2016, regarding loss of revenue during road closure events be received and referred to staff.

CARRIED

Positive Recognition of
Meadow Park Sports
Centre Front Desk Staff
File No. 3009

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

That correspondence from Brian Buchholz dated August 18, 2016, complimenting the front Desk Staff at Meadow Park Sports Centre for their professionalism while interacting with a frustrated customer be received and referred to staff.

CARRIED

World Mental Health Day
Proclamation
File No. 3009.1

Moved by J. Crompton
Seconded by J. Ford

That correspondence from Lauren Yip, Project Assistant, Light Up Purple dated August 22, 2016, requesting that October 10, 2016 be proclaimed World Mental Health Day and that the Olympic Rings be lit purple on that day be received and referred to staff.

CARRIED

Tim Horton parking Lot
Issues
File No. 3009

Moved by J. Grills
Seconded by A. Janyk

That correspondence from Geoff Swan dated August 23, 2016, requesting that parking lot access and other issues be looked into at the Tim Horton shopping area in Whistler Creek be received and referred to staff.

CARRIED

Golf Course to Public
Park Consideration.
File No. 3009

Moved by S. Maxwell
Seconded by A. Janyk

That correspondence from Stuart Munro dated August 23, 2016, requesting that consideration be given to converting Whistler Golf Course into a community park be received and referred to staff.

CARRIED

Public Parking Issues in
Whistler
File No. 3009

Moved by J. Grills
Seconded by J. Crompton

That correspondence from Robert Schuster, dated August 31, 2016, regarding the lack of public parking in Whistler be received and referred to staff.

CARRIED

International Day
of the Girl
File No. 3009

Moved by J. Crompton
Seconded by J. Grills

That correspondence from Bukky Aina, Associate, Public Engagement, Plan International Canada, dated September 1, 2016, requesting that the Olympic Rings in the Olympic Plaza be lit up pink on October 11th in support of International Day of the Girl be received and referred to staff.

CARRIED

ADJOURNMENT

Moved by J. Crompton

That Council adjourn the September, 2016, 2016 Council meeting at 6:45 p.m.

CARRIED

Mayor, N. Wilhelm-Morden

Municipal Clerk, L. Schimek



helping to make Whistler the place you call home

R E P O R T I N F O R M A T I O N R E P O R T T O C O U N C I L

PRESENTED: September 20, 2016 Report: 16-107
FROM: Marla Zucht, General Manager Whistler Housing Authority File: 7724
SUBJECT: WHISTLER HOUSING AUTHORITY'S 2016 EMPLOYER HOUSING NEEDS ASSESSMENT

RECOMMENDATION

That Council receive the Whistler Housing Authority's 2016 Employer Housing Needs Assessment attached as Appendix A to Council Information Report No. 16-107.

REFERENCE

Appendix A - Whistler Housing Authority's 2016 Employer Housing Needs Assessment.

PURPOSE OF REPORT

The purpose of this report is to present the results of the Whistler Housing Authority's 2016 Employer Housing Needs Assessment.

BACKGROUND

The Whistler Housing Authority's 2016 Employer Housing Needs Assessment compiles information collected from a comprehensive survey of Whistler businesses to assess the employment characteristics and housing needs of Whistler's workforce. 2016 is the 19th consecutive year this research has been conducted by the Whistler Housing Authority with Whistler's business community. The results of the survey research are attached as Appendix A to Council Information Report No. 16- 107.

COMMUNITY ENGAGEMENT AND CONSULTATION

The results of the Whistler Housing Authority's 2016 Employer Housing Needs Assessment will be shared with the community through this public presentation to Mayor and Council and the local media. The 2016 Employer Housing Needs Assessment will also be available to the public on the Whistler Housing Authority's website at www.whistlerhousing.ca and will be emailed to each business that participated in the survey.

BUDGET CONSIDERATIONS

The Whistler Housing Authority's annual Employer Housing Needs Assessment is funded entirely by the Whistler Housing Authority.

SUMMARY

This report requests Council's resolution to receive the Whistler Housing Authority's 2016 Employer Housing Needs Assessment.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Marla Zucht", with a small dot at the end.

Marla Zucht
GENERAL MANAGER
WHISTLER HOUSING AUTHORITY

ENCL: 2016 EMPLOYER HOUSING NEEDS ASSESSMENT

Whistler Housing Authority Employer Housing Needs Assessment

2016 FINAL Report



Prepared for
Whistler Housing Authority



Prepared by
InterVISTAS Consulting Inc.
July 2016

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1.0 INTRODUCTION

This report presents the results of the 2016 Whistler Employer Housing Needs Assessment conducted by InterVISTAS Consulting on behalf of the Whistler Housing Authority (WHA). The study uses information collected from a comprehensive survey of Whistler businesses to assess the employment characteristics and housing needs of Whistler's workforce. This 2016 report marks the nineteenth consecutive year that this research program has been conducted.

The report is organized as follows:

- Section 2 describes the survey approach used;
- Section 3 presents the key findings; and
- Section 4 summarizes the main conclusions emerging from the study.

2.0 APPROACH

A survey of Whistler businesses was conducted from April 22 to June 17, 2016 inclusive. The survey instrument included questions regarding:

- Employment levels for the 2015/16 winter season;
- Seasonal employment levels for the 2015/16 winter season;
- Projected employment levels for the upcoming 2016 summer and 2016/17 winter season;
- Share of workforce living within Whistler municipal boundaries;
- Share of seasonal workforce living within Whistler municipal boundaries;
- Employee shortages in the 2015/16 winter season and expected shortages in the 2016 summer season;
- Information on employer-provided housing in Whistler, including the number of beds, housing type and occupancy rates.

A copy of the full questionnaire used in 2016 is included in Appendix A.

2.1 SURVEY POPULATION

This year, an additional 207 businesses were added to the list of businesses targeted for this survey. Of the 207 additions, 42 firms completed the survey. This brings the survey target population up to 618 businesses that are registered with the Resort Municipality of Whistler (RMOW). These companies are primarily resident businesses, as non-resident businesses typically do not employ staff within the Whistler area. All business names and contact information were provided by the WHA.

2.2 DATA COLLECTION

Phase 1

All businesses were initially contacted by e-mail and invited to participate in the 2016 Whistler Employer Housing Needs Assessment. Following a brief introduction to the study, recipients were directed to a 12 question online survey tool designed by InterVISTAS Consulting in association with the Whistler Housing Authority (see Appendix A). The survey questions were relatively consistent with the survey questions used in recent years. Additional detail was requested regarding the expected reasons for unfilled positions, as well as the number of hours worked by full-time staff.

Completion rates were closely monitored in an effort to meet a target sample of 80% of the workforce. Two reminder e-mails were sent to businesses from April 22 to May 4, 2016 to maximize the response rates.

Phase 2

Non-responding firms representing a significant portion of FTE positions were targeted for follow-up in Phase 2 of data collection. From May 13 to June 17, selected businesses were reached by telephone and email and encouraged to participate in the survey. Telephone calls and emails were conducted by staff of the Whistler Housing Authority. Most respondents were business owners and managers who were contacted during business hours.

2.3 SAMPLE SIZE

A total of 212 completed surveys were returned by Whistler businesses.

Figure 2-1: Survey response rates, 2015/16 winter season

	# of Businesses	# of Responses	Response Rates
Small (0-5 Employees)	275	85	31%
Medium (6-19 Employees)	212	58	27%
Large (20+ Employees)	131	69	53%
TOTAL	618	212	34%

These surveyed businesses employed approximately 78% of Whistler's workforce in the 2015/16 winter season. A complete list of survey participants is included in Appendix B.

The results of the survey can be expected to be accurate within a margin of error of plus or minus 6.0%, 19 times out of 20.

Figure 2-2: Survey responses, 2015/16 winter season

Survey Response Generation	Sample Size	% of Responses	% of Total FTE Positions
Phase 1 (April 22 – May 13)	189	91%	40%
E-mail Campaign	189	91%	40%
Phase 2 (May 13 – Jun 17)	23	11%	60%
E-mail Campaign	11	5%	4%
Direct Contact Campaign	12	6%	56%
TOTAL	212	100%	100%

2.4 FULL-TIME EQUIVALENT CALCULATIONS

The total workforce was calculated by summing the number of full-time employees and the full-time equivalent (FTE) positions created by the part-time workforce. That is:

Total employees = Full-time employees + Full-time equivalent positions created by part-time employees

Full-time workforce. The classification of full-time workers follows the Statistics Canada definition of full-time employment which includes persons who usually work 30 hours or more per week, at their main or only job. Full-time employees count as 1 FTE.

Part-time workforce. Full-time equivalent positions created by the part-time workforce are calculated as:

Full-time equivalent positions = Number of part-time employees x Average part-time hours per week ÷ 40 hours

The part-time workforce was converted to FTE positions to avoid double-counting employees who held more than one part-time job and to standardize all part-time employees by equal working hours.

2.5 DATA ANALYSIS

Survey data were analyzed using the Statistical Package for the Social Sciences (SPSS) software. As in past years, businesses were segmented by three size categories: large, medium and small. Large businesses were defined as those employing 20 or more people, medium businesses were defined as employing 6 to 19 people, and small businesses were defined as employing 5 or fewer people.

The results presented in the report have been scaled up to the entire target population of 618 businesses. This approach was taken using information from past studies to estimate the workforce for the 406 businesses not included in this year's survey results. These estimates were then combined with the survey data to generate an overall profile of Whistler's workforce. As with previous years, results have been rounded to the nearest 10 or the nearest 100. It should be noted that 2015 results displayed in this report are combined results from both the 488 surveyed businesses registered with the Resort Municipality and the 88 new businesses that participated in the study in 2015.

The unadjusted survey results can be found in Appendix E.

3.0 RESULTS

3.1 WHISTLER'S WINTER WORKFORCE

WORKFORCE TOTALS FOR THE 2015/16 WINTER SEASON

Whistler's workforce represented approximately 14,500 FTE employees in the 2015/16 winter season. The workforce includes approximately 12,800 full-time positions and 1,800 full-time equivalent positions created by the part-time workforce. Of the 1,300 new FTEs for the 2015/16 winter season, approximately 73% can be attributed to the growth of previously surveyed firms in the municipality.

Figure 3-1: Total workforce in Whistler, 2015/16 winter season

	# of Businesses	Total FTE Positions	Full-time Positions	Part-time FTE Positions
Small (0-5 Employees)	275	660*	520*	140*
Medium (6-19 Employees)	212	2,000**	1,600**	400*
Large (20+ Employees)	131	11,900**	10,600**	1,300**
TOTAL	618	14,500**	12,800**	1,800**

* Rounded to the nearest ten.

** Rounded to the nearest hundred.

Note: Totals may not sum due to rounding

Whistler's seasonal workforce consisted of approximately 6,200 FTE employees in the 2015/16 winter season, which accounts for 43% of the total Whistler workforce. The seasonal workforce includes approximately 5,100 full-time positions and 1,000 full-time equivalent positions created by the part-time workforce.

Figure 3-2: Total seasonal workforce in Whistler, 2015/16 winter season

	# of Businesses	Total Seasonal FTE Positions	Seasonal Full-time Positions	Seasonal Part-time FTE Positions
Small (0-5 Employees)	275	90*	60*	30*
Medium (6-19 Employees)	212	500**	300**	200**
Large (20+ Employees)	131	5,600**	4,800**	800**
TOTAL	618	6,200**	5,100**	1,000**

* Rounded to the nearest ten.

** Rounded to the nearest hundred.

Note: Totals may not sum due to rounding

PROJECTED WORKFORCE TOTALS FOR THE 2016/17 WINTER SEASON

Overall, Whistler's workforce is projected to total approximately 15,000 FTE employees in the 2016/17 winter season, representing an increase of 3.2% from 2015/16 employment levels. The 2016/17 workforce is projected to include 13,600 full-time positions and 1,400 full-time equivalent positions created by the part-time workforce.

Figure 3-3: Projected workforce totals for 2016/17 winter season

	# of Businesses	Projected FTE Positions, 2015/16	Full-time Positions	Part-time FTE Positions	% Change from 2015/16
Small (0-5 Employees)	275	680*	540*	140*	2.7% ↑
Medium (6-19 Employees)	212	2,000**	1,600**	400*	0.7% ↑
Large (20+ Employees)	131	12,300**	11,400**	900**	3.6% ↑
TOTAL	618	15,000**	13,600**	1,400**	3.2% ↑

* Rounded to the nearest ten.

** Rounded to the nearest hundred.

Only 39 businesses were unsure of projected employee numbers for the 2016/17 season. Thirty-eight percent of businesses that were unsure of projected employee numbers anticipate that their employee numbers will remain the same, while 59% anticipate an increase in their employee count. The remaining 3% of businesses expect a decrease in their employee totals.

Figure 3-4: Projected change in employee numbers from unsure respondents (39 businesses)

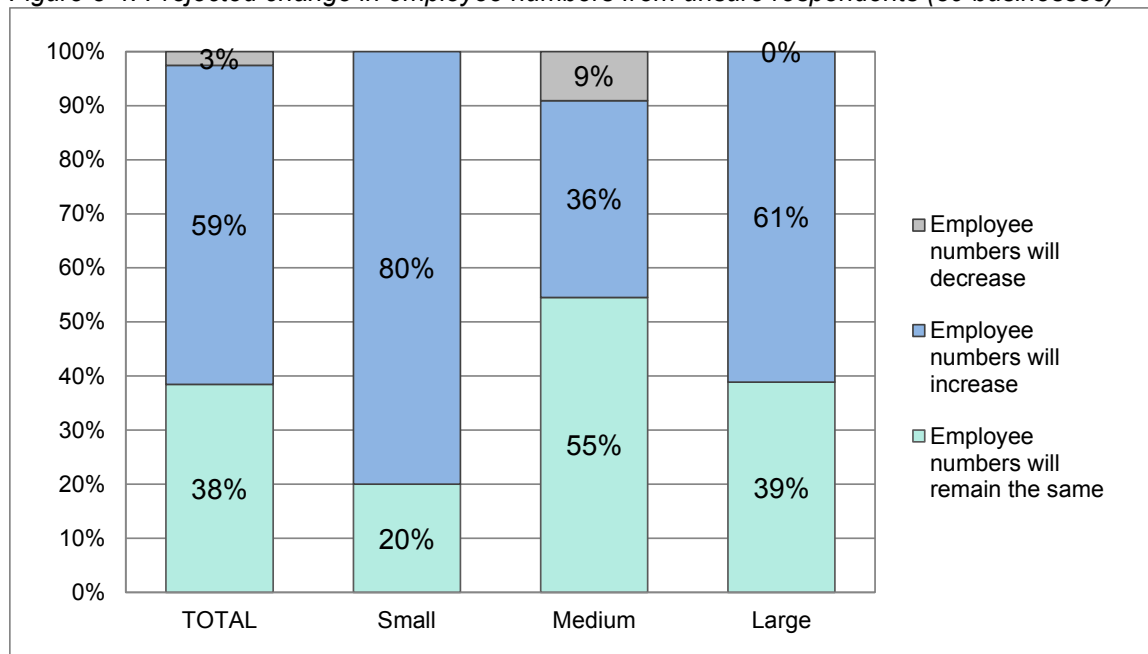
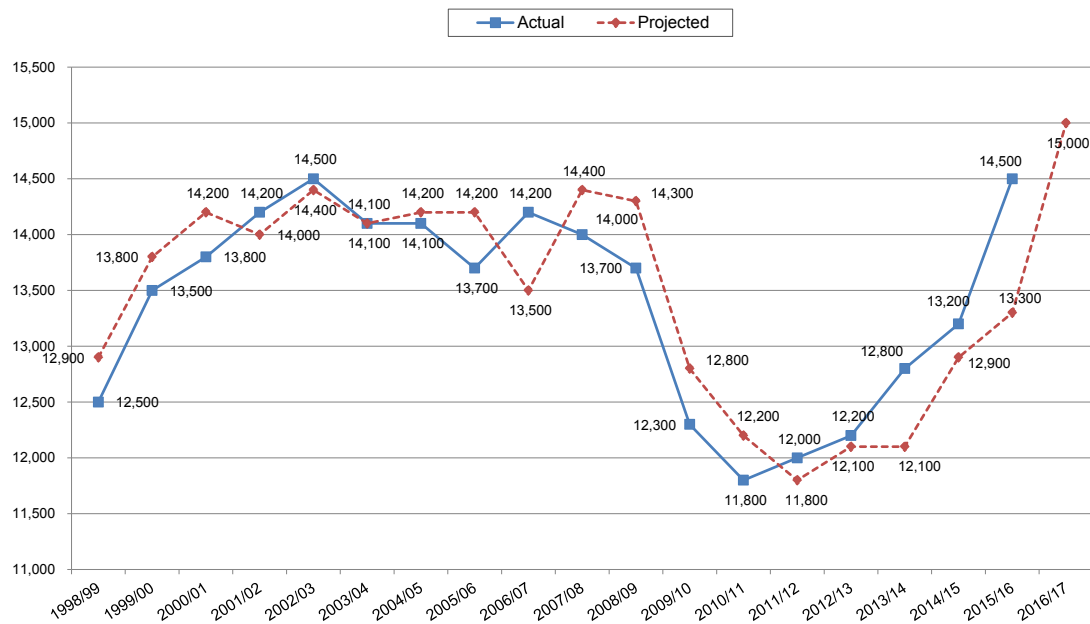


Figure 3-5 compares actual versus projected employee numbers from 1998/99 to 2016/17. As illustrated, the actual total workforce in the 2015/16 winter season increased by 1,300 FTE employees from the 2014/15. This growth is significant, and is in part due to the growing workforce of large Whistler employers. Also contributing to the level increase in the actual and projected workforce is the additional 42 businesses that completed the survey in 2016.

Figure 3-5: Actual vs. projected workforce*



*The results of the survey can be expected to be accurate within a margin of error of plus or minus 6.0%, 19 times out of 20.

3.2 WHISTLER'S SUMMER WORKFORCE

PROJECTED WORKFORCE TOTALS FOR THE 2016 SUMMER SEASON

Whistler's employers are projected to retain approximately 12,400 winter FTE employees for the 2016 summer season, an 85% retention rate of the total 2015/16 winter season staff for summer season. The summer workforce is projected to include 11,000 full-time positions and 1,400 full-time equivalent positions created by the part-time workforce.

Figure 3-6: Projected workforce totals in Whistler, 2016 summer season

	# of Businesses	Projected FTE Positions, 2016	Full-time Positions	Part-time FTE Positions	% Change from Winter 2015/16
Small (0-5 Employees)	275	890*	700*	190*	34% ↑
Medium (6-19 Employees)	212	2,000**	1,600**	400*	0.4% ↓
Large (20+ Employees)	131	9,500**	8,700**	800**	20% ↓
TOTAL	618	12,400**	11,000**	1,400**	15% ↓

* Rounded to the nearest ten.

** Rounded to the nearest hundred.

3.3 WHISTLER'S WORKFORCE PROFILE

RESIDENCE

Just over 11,100 FTE employees, or 76% of the workforce, resided within Whistler municipal boundaries during the 2015/16 winter season. The remaining positions (approximately 3,400) were held by workers living outside Whistler. The total number of FTE employees living in Whistler has increased by 700 FTE employees from the 2014/15 winter season, when 10,400 FTE employees resided within municipal boundaries.

Figure 3-7: Employee residency, 2015/16 winter season

	Total Workforce Living in Whistler (FTE Positions)	% Living in Whistler
Small (0-5 Employees)	600*	90%
Medium (6-19 Employees)	1,700**	82%
Large (20+ Employees)	8,900**	75%
TOTAL	11,100**	76%

* Rounded to the nearest ten.

** Rounded to the nearest hundred.

Among Whistler's seasonal workforce, approximately 5,200 seasonal FTE employees (84%) lived in the Resort Municipality of Whistler in the 2015/16 winter season. This is an increase of approximately 300 seasonal FTE employees living in Whistler, as compared to the 2014/2015 winter season.

Figure 3-8: Seasonal employee residency, 2015/16 winter season

	Total Seasonal Workforce Living in Whistler (FTE Positions)	% Seasonal Living in Whistler
Small (0-5 Employees)	80*	88%
Medium (6-19 Employees)	500*	94%
Large (20+ Employees)	4,700**	84%
TOTAL	5,200**	84%

* Rounded to the nearest ten.

** Rounded to the nearest hundred.

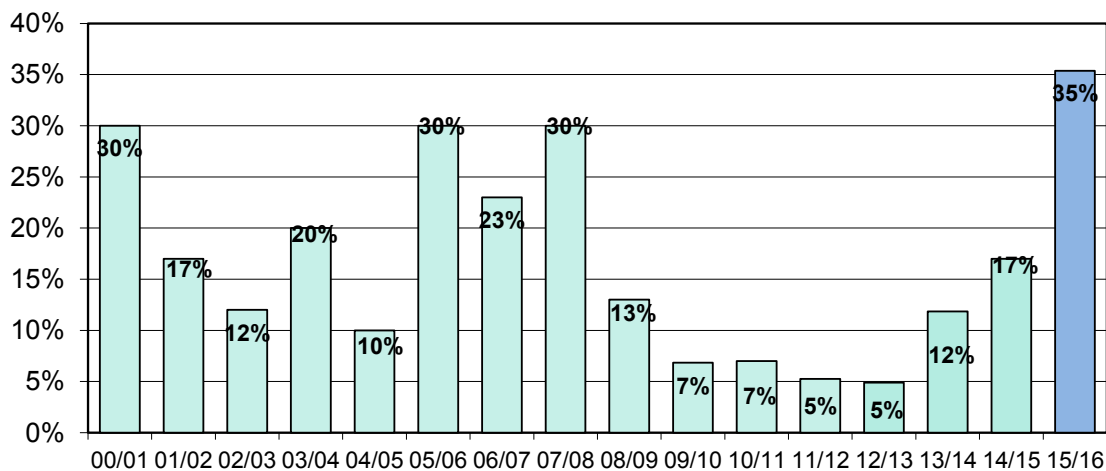
3.4 WHISTLER'S WINTER EMPLOYEE SHORTAGES

WINTER EMPLOYEE SHORTAGES

Thirty-five percent of Whistler's employers were unable to meet their staffing requirements during the 2015/16 winter season. Small sized businesses had more success than medium and large sized businesses in achieving full staffing levels this past winter season (81% of small sized businesses achieved full staffing levels versus 57% and 51% of medium sized and large sized businesses respectively).

This is the third consecutive year that there has been an increase in staffing shortages.

Figure 3-9: Businesses unable to achieve full staffing levels, 2015/16 winter season



Eight hundred and twenty FTE positions went unfilled in Whistler during the 2015/16 winter season, compared to 300 FTE shortages reported for the 2014/15 winter season. Had these 2015/16 vacancies been staffed, the overall workforce would have increased by 5.7%.

Figure 3-10: Reported employee shortages, 2015/16 winter season

	Estimated Employee Shortages for Entire Workforce (FTE Positions)*	% Change in Workforce had Positions been Filled
Small (0-5 Employees)	50*	7.6%
Medium (6-19 Employees)	260*	12.9%
Large (20+ Employees)	510**	4.3%
TOTAL	820**	5.7%

* Rounded to the nearest ten.

** Rounded to the nearest hundred.

MAIN REASONS FOR WINTER EMPLOYEE SHORTAGES

A total of 73 firms provided reasons for why they had employee shortages, over double the number of responses (35) received in 2014/15. The most common reason noted for why positions were left unfilled was the lack of job applications with 55 responses, followed by no company staff housing (36) and salary expectations (18).

Figure 3-11: Reasons for employee shortages, 2015/16 winter season

	Frequency	Percentage
Lack of Job Applications	55	75%
No Company Staff Housing	36	49%
Salary Expectations	18	25%
Workforce Retention/Transient Nature of Workforce (working visa)	15	21%
Work Location & Public Transit Issues	8	11%
Lack of Career Advancement	4	5%
Lack of Employment Hours	3	4%
TOTAL RESPONSES	73	190%

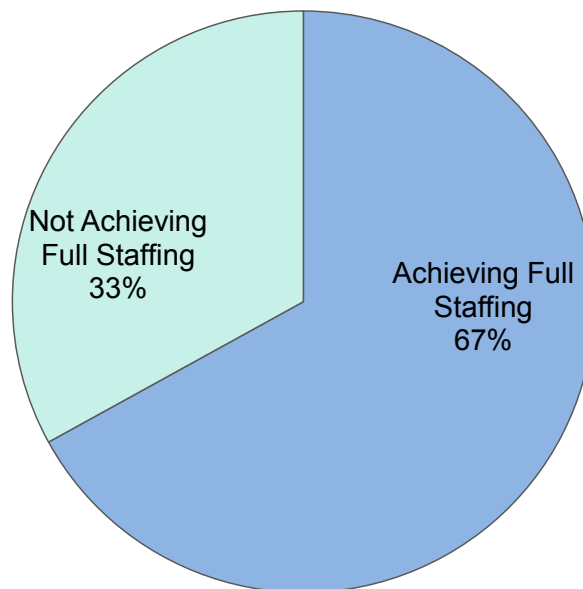
Note: Percentage sums to above 100% due to multiple responses.

3.5 WHISTLER'S SUMMER EMPLOYEE SHORTAGES

SUMMER EMPLOYEE SHORTAGE

Thirty-three percent of businesses this year anticipate that they will not be able to meet their staffing requirements for the 2016 summer season. Similar to the winter season, small businesses had more success achieving full staffing levels (84% for small businesses versus 64% for medium sized and 49% for large sized businesses).

Figure 3-12: Anticipated percentage of businesses that will not be able to achieve full staffing levels, 2016 summer season



Over 700 positions are expected to go unfilled during the 2016 summer season. If these positions were filled, staffing would have increased by 4.8%.

Figure 3-13: Reported employee shortages, 2016 summer season

	Estimated Employee Shortages for Entire Workforce (FTE Positions)*	% Change in Workforce had Positions been Filled
Small (0-5 Employees)	40*	6.1%
Medium (6-19 Employees)	200*	9.9%
Large (20+ Employees)	450**	3.8%
TOTAL	700**	4.8%

* Rounded to the nearest ten.

** Rounded to the nearest hundred.

MAIN REASONS FOR SUMMER EMPLOYEE SHORTAGES

Sixty-nine companies provided responses on why they will have employee shortages. The most common reason noted for unfilled job positions in the summer of 2015 is due to a lack of job applications (54 responses). The next highest reason stated for anticipated employee shortages was the lack of company staff housing (26), followed by salary expectations (15).

Figure 3-14: Reasons for employee shortages, 2016 summer season

	Frequency	Percentage
Lack of Job Applications	54	78%
No Company Staff Housing	26	38%
Salary Expectations	15	22%
Lack of Employment Hours	2	3%
TOTAL RESPONSES	69	141%

Note: Percentage sums to above 100% due to multiple responses.

3.6 EMPLOYER-PROVIDED HOUSING IN WHISTLER

EMPLOYER-PROVIDED HOUSING

Approximately 21% of businesses provided housing for their employees during the 2015/2016 winter season. This proportion is higher than the 13% of businesses that reported supplying housing during the 2014/15 winter season. Consistent with past Whistler Housing Authority studies, large businesses were more likely to supply employee housing than were medium and small businesses.

Figure 3-15: Businesses that supply housing, 2015/16 winter season

	# of Businesses	# of Businesses that Supply Housing	% of Businesses that Supply Housing
Small (0-5 Employees)	275	23	8%
Medium (6-19 Employees)	212	33	16%
Large (20+ Employees)	131	53	41%
TOTAL	618	109	21%

The Whistler businesses that did supply housing for their employees provided approximately 3,000 beds in total year-round. Of the 3,000 beds provided, approximately 2,500 beds were reserved for seasonal winter employees and 1,300 beds for seasonal summer employees. Large businesses continued to supply the vast majority of beds for both year-round and seasonal employees.

Figure 3-16: Number of beds provided for staff year-round

	# of Businesses that Supply Housing	# of Year-Round Beds Provided for Staff	# of Winter Beds Provided for Staff	# of Summer Beds Provided for Staff
Small (0-5 Employees)	23	40*	0*	10*
Medium (6-19 Employees)	33	70*	20*	30*
Large (20+ Employees)	53	2,900**	2,400**	1,300**
TOTAL	109	3,000**	2,500**	1,300**

* Rounded to the nearest ten.

** Rounded to the nearest hundred.

Note: Totals may not sum due to rounding.

Approximately 2,600 of the 3,000 year-round staff beds provided by employers were occupied year round (88% occupancy rate). Year-round occupancy rates are highest for large sized businesses (89% occupancy rate).

Figure 3-17: Average occupancy rate for year-round beds provided by employers, 2015/16

	# of Year-Round Beds Provided for Staff	# of Year-Round Beds Occupied by Staff	Average Occupancy Rate of Beds
Small (0-5 Employees)	40*	20*	62%
Medium (6-19 Employees)	70*	50*	72%
Large (20+ Employees)	2,900**	2,500*	89%
TOTAL	3,000**	2,600**	88%

* Rounded to the nearest ten.

** Rounded to the nearest hundred.

Occupancy rates for seasonal winter staff beds were significantly higher than year-round staff beds, averaging a 97% occupancy rate overall. Almost all of the 2,400 seasonal winter staff beds provided by employers were occupied during the 2015/16 winter season.

Figure 3-18: Average occupancy rate for winter beds provided by employers, 2015/16

	# of Winter Beds Provided for Staff	# of Winter Beds Occupied by Staff	Average Occupancy Rate of Beds
Small (0-5 Employees)	0*	0*	100%
Medium (6-19 Employees)	20*	10*	68%
Large (20+ Employees)	2,400**	2,400*	97%
TOTAL	2,500**	2,400*	97%

* Rounded to the nearest ten.

** Rounded to the nearest hundred.

Note: Totals may not sum due to rounding.

Approximately 1,200 of the 1,300 seasonal summer staff beds provided by employers were occupied during the 2015 summer season. Occupancy rates for seasonal summer staff beds were lower than seasonal winter staff beds, averaging a 91% occupancy rate versus 97% in the winter.

Figure 3-19: Average occupancy rate for summer beds provided by employers, 2015

	# of Summer Beds Provided for Staff	# of Summer Beds Occupied by Staff	Average Occupancy Rate of Beds
Small (0-5 Employees)	10*	10*	76%
Medium (6-19 Employees)	30*	30*	83%
Large (20+ Employees)	1,300**	1,200**	91%
TOTAL	1,300**	1,200**	91%

*Rounded to the nearest ten.

** Rounded to the nearest hundred.

Note: Totals may not sum due to rounding.

Approximately 37% of those businesses that supply housing in Whistler rent the property year-round. A further 33% own their accommodations, while 17% of businesses own resident restricted real estate. The remaining 14% of the businesses that supply housing in Whistler rent their staff accommodations seasonally.

Figure 3-20: Type of housing supplied by employers, 2015/16 winter season

	Frequency	Percentage
Rented year-round by the company	16	37%
Market real estate owned by the company	14	33%
Resident restricted real estate owned by company	7	16%
Rented seasonally by the company	6	14%
TOTAL RESPONSES	43	100%

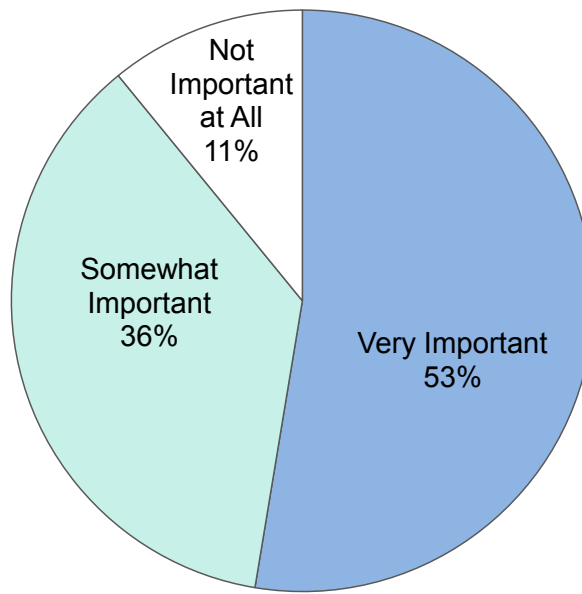
Note: Respondents were asked to select one response only from the list above.

3.7 EMPLOYER PERSPECTIVES ON EMPLOYEE HOUSING IN WHISTLER

IMPORTANCE TO BUSINESSES FOR EMPLOYEES TO LIVE IN WHISTLER

More than half of employers surveyed (53%) feel it is very important for their employees to live directly in Whistler. Another 36% of employers believe it is somewhat important for their staff to live in Whistler, while the remaining 11% feel that it is not important at all for their staff to live in Whistler.

Figure 3-21: Importance of employee housing to businesses, 2015/16 winter season



4.0 CONCLUSIONS

The key findings of this study are:

- Whistler's workforce represented approximately 14,500 FTE employees in the 2015/16 winter season. The workforce includes approximately 12,800 full-time positions and 1,800 full-time equivalent positions created by the part-time workforce.
- Whistler's employers are projected to retain approximately 12,400 winter FTE employees for the 2016 summer season. The summer workforce is projected to include 11,000 full-time positions and 1,400 full-time equivalent positions created by the part-time workforce.
- Approximately 76% of Whistler's total workforce resided in Whistler in the 2015/16 winter season. The size of the resident workforce (11,100 FTE employees) has increased from the 2014/15 season, when approximately 10,400 FTE employees (79%) lived in Whistler.
- Approximately 35% of Whistler's employers were unable to meet their staffing requirements during the 2015/16 winter season, resulting in a shortage of 820 FTEs. The most common reason noted for why positions were left unfilled was the lack of job applications.
- This year, 33% of businesses were unable to meet their staffing requirements during the 2016 summer season, equating to a shortage of 700 FTEs. Similar to the winter season, small businesses had more success achieving full staffing levels (84% for small businesses versus 64% for medium sized and 49% for large sized businesses). The most common reason noted for why positions were left unfilled was also a lack of job applications.
- Approximately 21% of businesses provided housing for their employees during the 2015/2016 winter season. This proportion is higher than the percentage of businesses that reported supplying housing during the 2014/15 winter season (13%).
- Over half of employers surveyed (53%) feel it is very important for their employees to live directly in Whistler. Another 36% of employers believe it is somewhat important for their staff to live in Whistler, while the remaining 11% feel that it is not important at all for their staff to live in Whistler.

Appendix A: Survey Instrument

Survey Instrument



2016 WHISTLER HOUSING NEEDS ASSESSMENT SURVEY

InterVISTAS has been retained by the Whistler Housing Authority (WHA) to assist in updating a housing needs assessment for Whistler's workforce. The WHA has identified you/your organization as an important participant in this process. We would appreciate a few minutes of your time to provide feedback on your employee characteristics via the following brief survey. Please note that you/your organization's confidentiality and anonymity is assured, as all responses will be presented in summary form. We value your input and look forward to receiving your comments.

Please provide the following contact information below. Be assured that this information is for administrative purposes only, and will not be identified or linked to your responses.

Name: _____	Company: _____
Tel No: _____	Email: _____

1. Does your business operate:

Year round

Winter season only

Summer season only

2. What sector would you classify your business under?

3. Is your company owned by a parent company or another affiliated company?

☐ Yes ([Go to Q3a](#)) ☐ No ([Go to 4a](#))

3a. Who is your parent company?

--

4a. How many **total employees**, including management/owners, did your business

have during the **2015-2016 WINTER SEASON** (Dec '15-Apr '16)?

Full time_____

Part time_____

4b. How many hours per week on average did each of your employees work during the **2015-2016 WINTER SEASON** (Dec '15-Apr '16)?

Average # of hours per week worked by Full-time Employees_____

Average # of hours per week worked by Part-time Employees _____

4c. How many of your **total employees**, including management were **SEASONAL EMPLOYEES** during the **2015-2016 WINTER SEASON** (Dec '15-Apr '16)?

***Definition Seasonal / Employee:** a short term employee working in Whistler for approximately 6 months or less of the year (winter season only) and living elsewhere the rest of the year.*

Full-time _____

Part-time_____

5a. Were you able to achieve full staffing levels in the **2015-2016 WINTER SEASON** (Dec '15-Apr '16)?

☐ Yes ([Go to Q6a](#)) ☐ No ([Go to Q5b](#))

5b. How many employees were you short? (*Please enter 0 if applicable*)

Full time_____

Part time_____

5c. In your view, what are the main reasons why your company had unfilled positions in the **2015-2016 WINTER SEASON** (Dec '15-Apr '16)? *(Please select all that apply)*

☐ Lack of job applications being submitted to company

OR

- ☐ Salary expectations (i.e. company wages & benefits not high enough)
- ☐ Not enough flexibility in employment hours
- ☐ Not enough employment hours available
- ☐ Company does not provide staff housing
- ☐ Location of work in relation to public transit for commuting
- ☐ Lack of career advancement opportunities with company
- ☐ Applicant's work visa not compatible with positions available

6a. How many **total employees**, including management/owners, will your business employ during the **2016 SUMMER SEASON** (May-Sep '16)?

Full-time_____

Part-time_____

6b. How many hours per week on average will each of your **summer employees** work?

Average # of hours per week to be worked by Full-time Employees _____

Average # of hours per week to be worked by Part-time Employees _____

6c. How many of your **total employees** including management do you anticipate will be **SEASONAL EMPLOYEES** during the **2016 SUMMER SEASON** (May-Sep '16)?

Definition Seasonal Employee: a short term employee working in Whistler for approximately 6 months or less of the year (summer season only) and living elsewhere the rest of the year .

Full-time _____

Part-time _____

7a. Do you anticipate that you will be able to achieve full staffing levels in the **2016 SUMMER SEASON** (May-Sep '16)?

☐ Yes (*Go to Q8a*) No (*Go to Q7b*)

7b. How many employees will you be short during **2016 SUMMER SEASON** (May-Sep '16)? (*Please enter 0 if applicable*)

Full time _____

Part time _____

7c. In your view, what is the main reason your company will have unfilled positions in the **2016 SUMMERSEASON** (May-Sep '16)? (*Please select all that apply*)

☐ Lack of job applications being submitted to company

OR

☐ Salary expectations (i.e. company wages & benefits not high enough)

☐ Not enough flexibility in employment hours

☐ Not enough employment hours available

☐ Company does not provide staff housing

☐ Location of work in relation to public transit for commuting

☐ Lack of career advancement opportunities with company

☐ Applicant's work visa not compatible with positions available

8a. How many of your **total employees**, including management/owners, lived in Whistler during the **2015-2016 WINTER SEASON** (Dec '15-Apr '16)? (*Please enter 0 if applicable*)

Full-time _____

Part-time _____

8b. How many of your **SEASONAL EMPLOYEES**, including management/owners, lived in Whistler during the **2015-2016 WINTER SEASON** (Dec '15-Apr '16)? *(Please enter 0 if applicable)*

Definition Seasonal Employee: a short term employee working in Whistler for approximately 6 months or less of the year (winter season only) and living elsewhere the rest of the year.

Full-time _____

Part-time _____

9a. How many **total employees**, including management/owners, do you expect to employ for the **2016-2017 WINTER SEASON** (Dec '16-Apr '17)? *(Please enter 0 if applicable)*

Full time _____

Part time _____

☐ Unsure of approximate projected numbers at this time ([Go to 9b](#))

9b. If unsure of projected numbers, do you expect the number of your full-time and part time employees to remain the same, increase or decrease during the **2016-2017**

WINTER SEASON (Dec '16-Apr '17)?

☐ Employee numbers will remain the same

☐ Employee numbers will increase

☐ Employee numbers will decrease

10a. Does your company currently provide any housing for your employees?

☐ Yes ([Go to Q10b](#)) ☐ No ([Go to Q11a](#))

10b. How many beds does your company currently provide for staff?

_____ Year-round beds
_____ Winter seasonal beds
_____ Summer seasonal beds

10c. How many of you company's employee housing beds are:

Rented year-round by the company _____
Rented seasonally by the company _____
Market real estate owned by the company _____
Resident Restricted real estate owned by the company _____

10d. What is the average occupancy in your employee housing?

Winter season occupancy rate _____ %
Summer season occupancy rate _____ %
Annual occupancy rate _____ %

11a. Is your company planning on providing any new housing for your employees in the next 1-2 years?

☐ Yes ([Go to Q11b](#)) ☐ No ([Go to Q12](#))

11b. For your company's new employee housing, will the additional beds be:

- ☐ Rented year-round by the company
- ☐ Rented seasonally by the company
- ☐ Market real estate owned by the company
- ☐ Resident Restricted real estate owned by the company
- ☐ Resident Restricted real estate rented by the company

12. How important is it to your business for your employees to live directly in Whistler?

- ☐ Very important
- ☐ Somewhat important

☐ Not important at all

Thank you for your time and consideration in completing the survey. We value your contribution to this important program.

Final results will be made available to the community in September 2016. If you have any further questions on this research program or have additional suggestions about housing in Whistler, please contact Jessica Averiss at the Whistler Housing Authority at 604-905-4688 (extension 3#).

Appendix B: Survey Participants

21 Steps Kitchen & Bar
 Aava Whistler Hotel
 Limited
 Adara Hotel- Trilogy
 Management
 Affinity
 Aloha Whistler
 Accommodations
 Alpine Cleaning/LRS
 Services Ltd.
 Alpine Lock And Safe
 Alpine Meadows Market
 Alpine West Systems
 Electrical
 Alta Lake Painting
 Araxi Ristorante
 Avco Restorations Inc.
 Avis Rent A Car
 B. A. Blackwell And
 Associates
 BDO Dunwoody
 Chartered Accountants
 Best Western Listel
 Whistler Hotel
 Bg Urban Grill Whistler
 Black Ohm Tattoos
 Blackcomb Chimney
 Patrol
 Blackcomb Liquor Store
 And Fitzsimmons Pub
 Blackcomb Lodge (The)
 Blackcomb Roofing
 Black's Pub & Restaurant
 Blue Highways Clinic &
 Spa
 Boston Pizza – Whistler
 Brian Ayearst Contracting
 Burnt Stew Computer
 Solutions Inc.
 Canadian Adventure
 Tours Inc.
 Canstar Restorations
 Cardinal Concrete Ltd.
 Carlberg
 Carleton Lodge
 Cascade Environmental
 Chalet Luise Pension Inn
 Coastal Mountain
 Excavations Ltd.

Couloir Consulting
 Services Couloir Project
 Mgmt Ltd.
 Crepe Montagne
 Crystal Lodge
 Dave Boyle Construction
 Dc Roofing Inc.
 Delish Café & Catering
 Delta Whistler Village
 Suites
 Diamond Tip Roofing
 Dihedral Designs
 Donald Barr Consulting
 Ltd.
 Double Diamond Law
 Dubh Linn Gate
 Earls Whistler
 Ecosign Mountain
 Recreation Planners Ltd.
 Edward Jones
 Eggleton, Dan
 Dan's Electrical Trade
 Service
 El Furniture Restaurant
 Eleni Floral Design &
 Decor
 EVR Fine Homes
 Excess Clothing &
 Accessories
 Fairmont Chateau
 Whistler
 Fanatyk Co Ski & Cycle
 Farfalla Hair & Esthetics
 Flow Irrigation Sales &
 Service Ltd.
 Four Seasons Resort
 Whistler
 Gershon & Co.
 Accounting And Tax Ltd.
 Gibbons Hospitality
 Glacier Creek Contracting
 Gonzalez Accounting
 Service Inc.
 Happy Hot Tub And
 Home Services
 HI Whistler
 High Country Appliances
 Hilton Whistler Resort &
 Spa

Hy's Steakhouse
 IGA Marketplace
 Innovation Building Group
 Ltd.
 Intrawest Resort Club
 Group
 James Stewart Sculpture
 Jamie A. Martin Design
 Ltd.
 Japanada Enterprises
 Inc.(Whistler Gifts)
 Josee Glass Art 2
 JTB International
 Just Cleaning
 Jyko Plbg & Htg
 Karnoor Enterprises Inc.
 DbA Whistler Husky
 Market
 Kaze Sushi
 Keg At The Mountain
 Keir Fine Jeweler
 Kier Fine Jewelry
 Kyber Developments Ltd.
 Lewin Ledgers
 Lionsgate Laser Clinic
 Inc.
 Live Food Bar, The
 Lost Lake Cross Country
 Connection
 MacDougall Construction
 & Renovations
 Magic Clean
 Mclean & Company Law
 Offices
 Mexican Corner
 Restaurant
 Milestones
 Millar Creek
 Developments
 Misty Mountain Pizza
 Mit Painting
 Mountain Country
 Property Management
 Mountain Law
 Corporation
 Mountainside Lodge
 Murdoch & Co.
 Need Brophy Services
 Ltd.

Nesters Market	Shoppers Drug Mart	Whistler Community Services Society
Nita Lake Lodge	Sidecut Enterprises Inc.	Whistler Connection
North Shore Credit Union (Village Gate Location Only From 2008 Onward)	Skids Production Inc.	Whistler Cooks Catering
O&R Entertainment	Splitz Grill Inc.	Whistler Day Spa
Old Spaghetti Factory	Spring Creek Community School	Whistler Fotosource
Olympic Quality Cleaning Ltd	Stark Contracting & Management	Whistler Health Care Centre
Oracle At Whistler	Sterling Property Services	Whistler Landscaping Limited
Pan Pacific Whistler	Stonesedge Kitchen	Whistler Limousine Ltd.
Paradise Machine Corp	Summit Lodge	Whistler Mechanical Ltd.
Payless Auto Towing Ltd.	Sundial Hotel	Whistler Medical Marijuana Corp.
Peak Product Development	Susan Krieger, CGA	Whistler Ontime Account Services
Pinnacle Hotel	Sushi Village	Whistler Racquet Club
Pipeline Plumbing & Heating Ltd	Switchback Entertainment Inc.	Whistler Retreats
Pique Publishing Inc.	Tandoori Grill	Whistler Smile Gift
Plaza Galleries	Tantalus Resort Lodge	Whistler Transit Ltd.
Precision Painting	TD Canada Trust	Whistler Village Inn + Suites (Also Powder Lodge)
Pure Bread	The Adventure Group	Whistler Village Sports
Quattro At Whistler	The Grocery Store	Whistler Waldorf School
Race And Company	The Loft Salon Ltd.	Whistler Welding Services Ltd.
Rainbow Electric (2007) Ltd	The Westin Resort And Spa	Whistler-Blackcomb Chalet Care
RDC Fine Homes	The Whistler Real Estate Co	Wide Open Welding Ltd.
Re/Max Sea To Sky Real Estate, Whistler	Tiger's Paw Dog Treats	Wildflower Lodging Co
Reactive Design Inc.	Tim Hortons	Window Cleaning Whistler
Redpoint Mechanical Services	Toad Hall Studios	Yes Tours Inc.
Resort Cinemas Of Whistler ULC- Village 8 Cinemas	Tom Barratt Landscaping	Ziptrek Ecotours Inc.
Resort Municipality Of Whistler	Tourism Whistler	
Resortquest Whistler	Training Innovations	
Rexall (Village)	Upper Village Market	
Rocky Mountain Chocolate Factory	Valley Business Centre	
Rogers Chocolates	VIP Service Mountain Holidays	
Roland Ventures	Visco Design	
Ross' Gold	Vision Pacific Contracting & Design	
Royal Bank Of Canada	West Coast Float	
Ruby Tuesday Accessories Ltd	Whistler 2010 Sport Legacies Society	
Sabre Group	Whistler All-Star Hockey Inc.	
Sargent, Lisa	Whistler Arts Council	
Sea To Sky Security	Whistler Blackcomb	
Senka Florist	Whistler Brewing Co.	
Shaw Carpet And Floor Centre	Whistler Chamber Of Commerce	
	Whistler Children's Centre	
	Whistler Chiropractic	

Appendix C: Comparison with Previous Reports

Figure A-1: Comparison with previous reports

	03/04	04/05	05/06	06/07	07/08	08/09	09/10	10/11	11/12	12/13	13/14	14/15	15/16
Total Workforce in Whistler (FTE Positions)	14,000	14,100	13,700	14,200	14,000	13,700	12,300	11,800	12,000	12,200	12,800	13,200	14,500
Projected Workforce for Next Year (FTE Positions)	14,200	14,300	13,500	14,400	14,300	12,800	12,200	11,800	12,100	12,100	12,900	13,300	15,000
Workforce Living in Whistler (FTE Positions)	10,800	10,900	10,800	11,000	11,100	10,600	9,300	9,600	9,800	9,700	10,200	10,400	11,100
Workforce Living in Whistler (%)	76%	76%	79%	78%	79%	77%	76%	82%	82%	80%	81%	79%	76%
Businesses able to Achieve Full Staffing Levels in Winter Season (%)	80%	90%	70%	77%	70%	87%	93%	93%	95%	95%	87%	83%	65%
Winter Season Employee Shortages for Entire Workforce (FTE Positions)	300	100	500	400	600	100	100	30~	n/a	50~	100	300	820
Businesses able to Achieve Full Staffing Levels in Summer Season (%)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	78%	67%
Employee Shortages for Entire Workforce for Summer Season (FTE Positions)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	300	700
Businesses that Supply Housing (%)	24%	15%	17%	17%	17%	22%	18%	15%	15%	13%	12%	13%	21%

* Annual survey results can expect to have a respective margin of error to reflect the confidence in the accuracy of the data.

~ Due to the small employee shortages reported for the 2010/11 and 2012/13 winter seasons, figures have been rounded to the nearest ten, while figures for previous years have been rounded to the nearest hundred.

n/a – Data not available as question was not asked in this survey year.

Appendix D: Respondent Profile

Figure A-2: Industry Sectors in sample, 2014/15 winter season

	Freq.	%
81 - other services (except public admin)	32	15%
72 - accommodation and food services	48	23%
72111 - hotels and motels	20	9%
722511 - full service restaurants	17	8%
722513 - limited service restaurants	6	3%
7223 - food service contractors, caterers	4	2%
72241 - drinking places	1	<1%
23 - construction	26	12%
44 - retail trade	37	17%
54 - professional, scientific and technical	13	6%
71 - arts, entertainment and recreation	12	6%
71399 - all other recreation industries	5	2%
71392 - skiing facilities	3	1%
71394 - fitness and recreational sports centres	2	1%
711 - theatre, dance, spectator sports	2	1%
52 - finance and insurance	9	4%
53 - real estate rental & leasing	4	2%
62 - health care and social assistance	8	4%
48 - transportation and warehousing	3	1%
61 - education services	4	2%
31 - manufacturing	3	1%
42 - wholesale trade	2	1%
11 - agriculture, forestry, fishing & hunting	1	<1%
55 - management of companies & enterprises	4	2%
92 - public administration	2	1%
21 - mining	0	0%
22 - utilities	2	1%
51 - information	2	1%
56 - administrative and support and waste management and remediation	0	0%
TOTAL RESPONSES	212	100%

Appendix E: Actual Survey Results

This appendix includes the survey results for all closed-ended questions.

Figure A-1: Total workforce in Whistler, 2015/16 winter season

	# of Businesses	Total FTE Positions	Full-time Positions	Part-time FTE Positions
Small (0-5 Employees)	85	203	159	44
Medium (6-19 Employees)	58	595	479	116
Large (20+ Employees)	69	9,442	8,446	996
TOTAL	212	10,240	9,084	1,156

Figure A-2: Total seasonal workforce in Whistler, 2015/16 winter season

	# of Businesses	Total Seasonal FTE Positions	Seasonal Full-time Positions	Seasonal Part-time FTE Positions
Small (0-5 Employees)	85	27	19	8
Medium (6-19 Employees)	58	142	80	62
Large (20+ Employees)	69	4,446	3,833	613
TOTAL	212	4,615	3,932	683

Figure A-3: Projected workforce totals for 2016/17 winter season

	# of Businesses	FTE Positions, 2015/16	Projected FTE Positions, 2016/17	% Change from 2015/16
Small (0-5 Employees)	85	203	203	0.0%
Medium (6-19 Employees)	58	595	537	9.7% ↓
Large (20+ Employees)	69	9,442	8,916	5.6% ↓
TOTAL	212	10,240	9,657	5.7% ↓

Figure A-4: Projected workforce totals for 2016 summer season

	# of Businesses	FTE Positions, 2015/16	Projected FTE Positions, 2016	% Change from 2015/16
Small (0-5 Employees)	85	203	272	34% ↑
Medium (6-19 Employees)	58	595	592	0.5% ↓
Large (20+ Employees)	69	9,442	7,564	20% ↓
TOTAL	212	10,240	8,429	18% ↓

Figure A-5: Employee residency, 2015/16 winter season

	# of Businesses	Total FTE Positions	# Living in Whistler	% Living in Whistler
Small (0-5 Employees)	85	203	182	90%
Medium (6-19 Employees)	58	595	487	82%
Large (20+ Employees)	69	9,442	7,053	75%
TOTAL	212	10,240	7,722	75%

Figure A-6: Seasonal employee residency, 2015/16 winter season

	# of Businesses	Total Seasonal FTE Positions	# Seasonal Living in Whistler	% Seasonal Living in Whistler
Small (0-5 Employees)	85	27	24	88%
Medium (6-19 Employees)	58	142	133	94%
Large (20+ Employees)	69	4,446	3,714	84%
TOTAL	212	4,615	3,871	84%

Figure A-7: Businesses able to achieve full staffing levels, 2015/16 winter season

	# of Businesses	# Achieving Full Staffing	% Achieving Full Staffing
Small (0-5 Employees)	85	69	81%
Medium (6-19 Employees)	58	33	57%
Large (20+ Employees)	69	35	51%
TOTAL	212	137	65%

Figure A-8: Reported employee shortages, 2015/16 winter season

	# of Businesses	Total FTE Positions	Estimated Employee Shortages	% Change in Workforce had Positions been Filled
Small (0-5 Employees)	85	203	16	7.8%
Medium (6-19 Employees)	58	595	77	13.0%
Large (20+ Employees)	69	9,442	404	4.3%
TOTAL	212	10,240	497	4.9%

Figure A-9: Reasons for employee shortages, 2015/16 winter season

	Frequency	Percentage
Lack of Job Applications	54	78%
No Company Staff Housing	26	38%
Salary Expectations	15	22%
Lack of Employment Hours	2	3%
Workforce Retention/Transient Nature of Workforce (working visa)	0	0%
Work Location & Public Transit Issues	0	0%
Lack of Career Advancements	0	0%
TOTAL RESPONSES	69	141%

Note: Respondents were allowed to select multiple responses

Figure A-10: Businesses expecting to achieve full staffing levels, 2016 summer season

	# of Businesses	# Achieving Full Staffing	% Achieving Full Staffing
Small (0-5 Employees)	85	71	84%
Medium (6-19 Employees)	58	37	64%
Large (20+ Employees)	69	34	49%
TOTAL	212	142	67%

Figure A-11: Expected employee shortages, 2016 summer season

	# of Businesses	Projected FTE Positions	Estimated Employee Shortages	% Change in Workforce had Positions been Filled
Small (0-5 Employees)	85	203	14	6.7%
Medium (6-19 Employees)	58	595	58	9.8%
Large (20+ Employees)	69	9,442	361	3.8%
TOTAL	212	10,240	433	4.2%

Figure A-10: Reasons for employee shortages, 2016 summer season

	Frequency	Percentage
Lack of Job Applications	55	75%
No Company Staff Housing	36	49%
Salary Expectations	18	25%
Workforce Retention/Transient Nature of Workforce (working visa)	15	21%
Work Location & Public Transit Issues	8	11%
Lack of Career Advancements	4	5%
Lack of Employment Hours	3	4%
TOTAL RESPONSES	73	190%

Note: Respondents were allowed to select multiple responses

Figure A-11: Businesses that supply housing, 2015/16 winter season

	# of Businesses	# of Businesses that Supply Housing	% of Businesses that Supply Housing
Small (0-5 Employees)	85	7	8%
Medium (6-19 Employees)	58	9	16%
Large (20+ Employees)	69	28	41%
TOTAL	212	44	21%

Figure A-12: Number of beds provided for staff, year-round, 2015/16 winter season, 2016 summer season

	# of Businesses that Supply Housing	# of Year-Round Beds Provided for Staff	# of Winter Beds Provided for Staff	# of Summer Beds Provided for Staff
Small (0-5 Employees)	7	12	1	4
Medium (6-19 Employees)	9	18	6	9
Large (20+ Employees)	28	1,514	1,285	676
TOTAL	44	1,544	1,292	689

Figure A-13: Type of housing supplied by employers, 2015/16 winter season

	Frequency	Percentage
Rented year-round by the company	16	37%
Market real estate owned by the company	14	33%
Resident restricted real estate owned by company	7	16%
Rented seasonally by the company	6	14%
TOTAL RESPONSES	43	100%

Note: Respondents were asked to select one response only from the list above.

Figure A-14: Average occupancy rate for year-round beds provided by employers, 2015/16

	# of Year-Round Beds Provided for Staff	# of Year-Round Beds Occupied by Staff	Average Occupancy Rate of Year-Round Beds
Small (0-5 Employees)	12	7	62%
Medium (6-19 Employees)	18	13	72%
Large (20+ Employees)	1,514	1,342	89%
TOTAL	1,544	1,362	88%

Figure A-15: Average occupancy rate for winter seasonal beds provided by employers, 2015/16

	# of Winter Beds Provided for Staff	# of Winter Beds Occupied by Staff	Average Occupancy Rate of Winter Beds
Small (0-5 Employees)	1	1	100%
Medium (6-19 Employees)	6	4	68%
Large (20+ Employees)	1,285	1,243	97%
TOTAL	1,292	1,248	97%

Figure A-16: Average occupancy rate for summer seasonal beds provided by employers, 2016

	# of Summer Beds Provided for Staff	# of Summer Beds Occupied by Staff	Average Occupancy Rate of Summer Beds
Small (0-5 Employees)	4	3	76%
Medium (6-19 Employees)	9	7	83%
Large (20+ Employees)	676	618	91%
TOTAL	689	629	91%

Figure A-17: Importance of employee housing to businesses, 2015/16 winter season

	Frequency	Percentage
Very Important	111	53%
Somewhat Important	77	36%
Not Important at all	23	11%
TOTAL	211	100%

Whistler Housing Authority Employer Housing Needs Assessment

2016 FINAL Report



Prepared for
Whistler Housing Authority



Prepared by
InterVISTAS Consulting Inc.
July 2016

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1.0 INTRODUCTION

This report presents the results of the 2016 Whistler Employer Housing Needs Assessment conducted by InterVISTAS Consulting on behalf of the Whistler Housing Authority (WHA). The study uses information collected from a comprehensive survey of Whistler businesses to assess the employment characteristics and housing needs of Whistler's workforce. This 2016 report marks the nineteenth consecutive year that this research program has been conducted.

The report is organized as follows:

- Section 2 describes the survey approach used;
- Section 3 presents the key findings; and
- Section 4 summarizes the main conclusions emerging from the study.

2.0 APPROACH

A survey of Whistler businesses was conducted from April 22 to June 17, 2016 inclusive. The survey instrument included questions regarding:

- Employment levels for the 2015/16 winter season;
- Seasonal employment levels for the 2015/16 winter season;
- Projected employment levels for the upcoming 2016 summer and 2016/17 winter season;
- Share of workforce living within Whistler municipal boundaries;
- Share of seasonal workforce living within Whistler municipal boundaries;
- Employee shortages in the 2015/16 winter season and expected shortages in the 2016 summer season;
- Information on employer-provided housing in Whistler, including the number of beds, housing type and occupancy rates.

A copy of the full questionnaire used in 2016 is included in Appendix A.

2.1 SURVEY POPULATION

This year, an additional 207 businesses were added to the list of businesses targeted for this survey. Of the 207 additions, 42 firms completed the survey. This brings the survey target population up to 618 businesses that are registered with the Resort Municipality of Whistler (RMOW). These companies are primarily resident businesses, as non-resident businesses typically do not employ staff within the Whistler area. All business names and contact information were provided by the WHA.

2.2 DATA COLLECTION

Phase 1

All businesses were initially contacted by e-mail and invited to participate in the 2016 Whistler Employer Housing Needs Assessment. Following a brief introduction to the study, recipients were directed to a 12 question online survey tool designed by InterVISTAS Consulting in association with the Whistler Housing Authority (see Appendix A). The survey questions were relatively consistent with the survey questions used in recent years. Additional detail was requested regarding the expected reasons for unfilled positions, as well as the number of hours worked by full-time staff.

Completion rates were closely monitored in an effort to meet a target sample of 80% of the workforce. Two reminder e-mails were sent to businesses from April 22 to May 4, 2016 to maximize the response rates.

Phase 2

Non-responding firms representing a significant portion of FTE positions were targeted for follow-up in Phase 2 of data collection. From May 13 to June 17, selected businesses were reached by telephone and email and encouraged to participate in the survey. Telephone calls and emails were conducted by staff of the Whistler Housing Authority. Most respondents were business owners and managers who were contacted during business hours.

2.3 SAMPLE SIZE

A total of 212 completed surveys were returned by Whistler businesses.

Figure 2-1: Survey response rates, 2015/16 winter season

	# of Businesses	# of Responses	Response Rates
Small (0-5 Employees)	275	85	31%
Medium (6-19 Employees)	212	58	27%
Large (20+ Employees)	131	69	53%
TOTAL	618	212	34%

These surveyed businesses employed approximately 78% of Whistler's workforce in the 2015/16 winter season. A complete list of survey participants is included in Appendix B.

The results of the survey can be expected to be accurate within a margin of error of plus or minus 6.0%, 19 times out of 20.

Figure 2-2: Survey responses, 2015/16 winter season

Survey Response Generation	Sample Size	% of Responses	% of Total FTE Positions
Phase 1 (April 22 – May 13)	189	91%	40%
E-mail Campaign	189	91%	40%
Phase 2 (May 13 – Jun 17)	23	11%	60%
E-mail Campaign	11	5%	4%
Direct Contact Campaign	12	6%	56%
TOTAL	212	100%	100%

2.4 FULL-TIME EQUIVALENT CALCULATIONS

The total workforce was calculated by summing the number of full-time employees and the full-time equivalent (FTE) positions created by the part-time workforce. That is:

Total employees = Full-time employees + Full-time equivalent positions created by part-time employees

Full-time workforce. The classification of full-time workers follows the Statistics Canada definition of full-time employment which includes persons who usually work 30 hours or more per week, at their main or only job. Full-time employees count as 1 FTE.

Part-time workforce. Full-time equivalent positions created by the part-time workforce are calculated as:

Full-time equivalent positions = Number of part-time employees x Average part-time hours per week ÷ 40 hours

The part-time workforce was converted to FTE positions to avoid double-counting employees who held more than one part-time job and to standardize all part-time employees by equal working hours.

2.5 DATA ANALYSIS

Survey data were analyzed using the Statistical Package for the Social Sciences (SPSS) software. As in past years, businesses were segmented by three size categories: large, medium and small. Large businesses were defined as those employing 20 or more people, medium businesses were defined as employing 6 to 19 people, and small businesses were defined as employing 5 or fewer people.

The results presented in the report have been scaled up to the entire target population of 618 businesses. This approach was taken using information from past studies to estimate the workforce for the 406 businesses not included in this year's survey results. These estimates were then combined with the survey data to generate an overall profile of Whistler's workforce. As with previous years, results have been rounded to the nearest 10 or the nearest 100. It should be noted that 2015 results displayed in this report are combined results from both the 488 surveyed businesses registered with the Resort Municipality and the 88 new businesses that participated in the study in 2015.

The unadjusted survey results can be found in Appendix E.

3.0 RESULTS

3.1 WHISTLER'S WINTER WORKFORCE

WORKFORCE TOTALS FOR THE 2015/16 WINTER SEASON

Whistler's workforce represented approximately 14,500 FTE employees in the 2015/16 winter season. The workforce includes approximately 12,800 full-time positions and 1,800 full-time equivalent positions created by the part-time workforce. Of the 1,300 new FTEs for the 2015/16 winter season, approximately 73% can be attributed to the growth of previously surveyed firms in the municipality.

Figure 3-1: Total workforce in Whistler, 2015/16 winter season

	# of Businesses	Total FTE Positions	Full-time Positions	Part-time FTE Positions
Small (0-5 Employees)	275	660*	520*	140*
Medium (6-19 Employees)	212	2,000**	1,600**	400*
Large (20+ Employees)	131	11,900**	10,600**	1,300**
TOTAL	618	14,500**	12,800**	1,800**

* Rounded to the nearest ten.

** Rounded to the nearest hundred.

Note: Totals may not sum due to rounding

Whistler's seasonal workforce consisted of approximately 6,200 FTE employees in the 2015/16 winter season, which accounts for 43% of the total Whistler workforce. The seasonal workforce includes approximately 5,100 full-time positions and 1,000 full-time equivalent positions created by the part-time workforce.

Figure 3-2: Total seasonal workforce in Whistler, 2015/16 winter season

	# of Businesses	Total Seasonal FTE Positions	Seasonal Full-time Positions	Seasonal Part-time FTE Positions
Small (0-5 Employees)	275	90*	60*	30*
Medium (6-19 Employees)	212	500**	300**	200**
Large (20+ Employees)	131	5,600**	4,800**	800**
TOTAL	618	6,200**	5,100**	1,000**

* Rounded to the nearest ten.

** Rounded to the nearest hundred.

Note: Totals may not sum due to rounding

PROJECTED WORKFORCE TOTALS FOR THE 2016/17 WINTER SEASON

Overall, Whistler's workforce is projected to total approximately 15,000 FTE employees in the 2016/17 winter season, representing an increase of 3.2% from 2015/16 employment levels. The 2016/17 workforce is projected to include 13,600 full-time positions and 1,400 full-time equivalent positions created by the part-time workforce.

Figure 3-3: Projected workforce totals for 2016/17 winter season

	# of Businesses	Projected FTE Positions, 2015/16	Full-time Positions	Part-time FTE Positions	% Change from 2015/16
Small (0-5 Employees)	275	680*	540*	140*	2.7% ↑
Medium (6-19 Employees)	212	2,000**	1,600**	400*	0.7% ↑
Large (20+ Employees)	131	12,300**	11,400**	900**	3.6% ↑
TOTAL	618	15,000**	13,600**	1,400**	3.2% ↑

* Rounded to the nearest ten.

** Rounded to the nearest hundred.

Only 39 businesses were unsure of projected employee numbers for the 2016/17 season. Thirty-eight percent of businesses that were unsure of projected employee numbers anticipate that their employee numbers will remain the same, while 59% anticipate an increase in their employee count. The remaining 3% of businesses expect a decrease in their employee totals.

Figure 3-4: Projected change in employee numbers from unsure respondents (39 businesses)

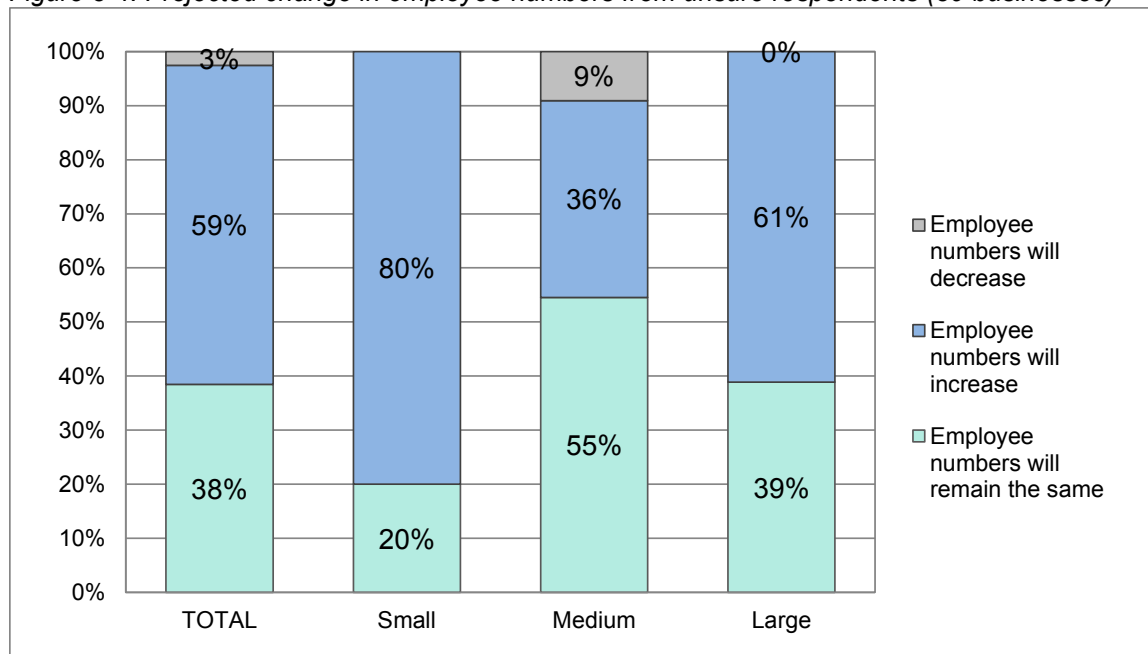
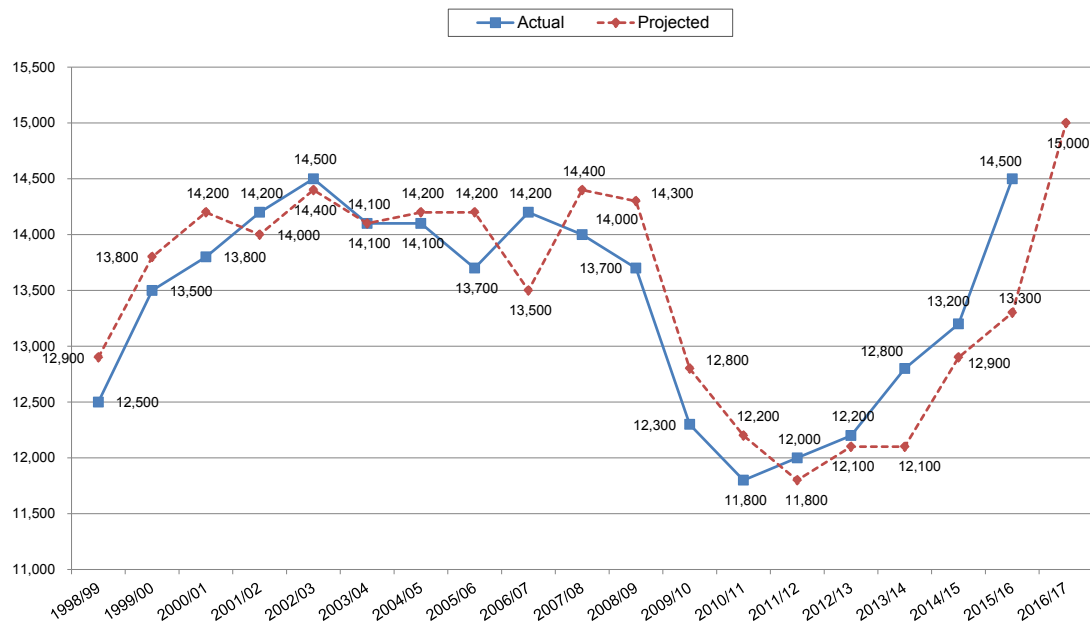


Figure 3-5 compares actual versus projected employee numbers from 1998/99 to 2016/17. As illustrated, the actual total workforce in the 2015/16 winter season increased by 1,300 FTE employees from the 2014/15. This growth is significant, and is in part due to the growing workforce of large Whistler employers. Also contributing to the level increase in the actual and projected workforce is the additional 42 businesses that completed the survey in 2016.

Figure 3-5: Actual vs. projected workforce*



*The results of the survey can be expected to be accurate within a margin of error of plus or minus 6.0%, 19 times out of 20.

3.2 WHISTLER'S SUMMER WORKFORCE

PROJECTED WORKFORCE TOTALS FOR THE 2016 SUMMER SEASON

Whistler's employers are projected to retain approximately 12,400 winter FTE employees for the 2016 summer season, an 85% retention rate of the total 2015/16 winter season staff for summer season. The summer workforce is projected to include 11,000 full-time positions and 1,400 full-time equivalent positions created by the part-time workforce.

Figure 3-6: Projected workforce totals in Whistler, 2016 summer season

	# of Businesses	Projected FTE Positions, 2016	Full-time Positions	Part-time FTE Positions	% Change from Winter 2015/16
Small (0-5 Employees)	275	890*	700*	190*	34% ↑
Medium (6-19 Employees)	212	2,000**	1,600**	400*	0.4% ↓
Large (20+ Employees)	131	9,500**	8,700**	800**	20% ↓
TOTAL	618	12,400**	11,000**	1,400**	15% ↓

* Rounded to the nearest ten.

** Rounded to the nearest hundred.

3.3 WHISTLER'S WORKFORCE PROFILE

RESIDENCE

Just over 11,100 FTE employees, or 76% of the workforce, resided within Whistler municipal boundaries during the 2015/16 winter season. The remaining positions (approximately 3,400) were held by workers living outside Whistler. The total number of FTE employees living in Whistler has increased by 700 FTE employees from the 2014/15 winter season, when 10,400 FTE employees resided within municipal boundaries.

Figure 3-7: Employee residency, 2015/16 winter season

	Total Workforce Living in Whistler (FTE Positions)	% Living in Whistler
Small (0-5 Employees)	600*	90%
Medium (6-19 Employees)	1,700**	82%
Large (20+ Employees)	8,900**	75%
TOTAL	11,100**	76%

* Rounded to the nearest ten.

** Rounded to the nearest hundred.

Among Whistler's seasonal workforce, approximately 5,200 seasonal FTE employees (84%) lived in the Resort Municipality of Whistler in the 2015/16 winter season. This is an increase of approximately 300 seasonal FTE employees living in Whistler, as compared to the 2014/2015 winter season.

Figure 3-8: Seasonal employee residency, 2015/16 winter season

	Total Seasonal Workforce Living in Whistler (FTE Positions)	% Seasonal Living in Whistler
Small (0-5 Employees)	80*	88%
Medium (6-19 Employees)	500*	94%
Large (20+ Employees)	4,700**	84%
TOTAL	5,200**	84%

* Rounded to the nearest ten.

** Rounded to the nearest hundred.

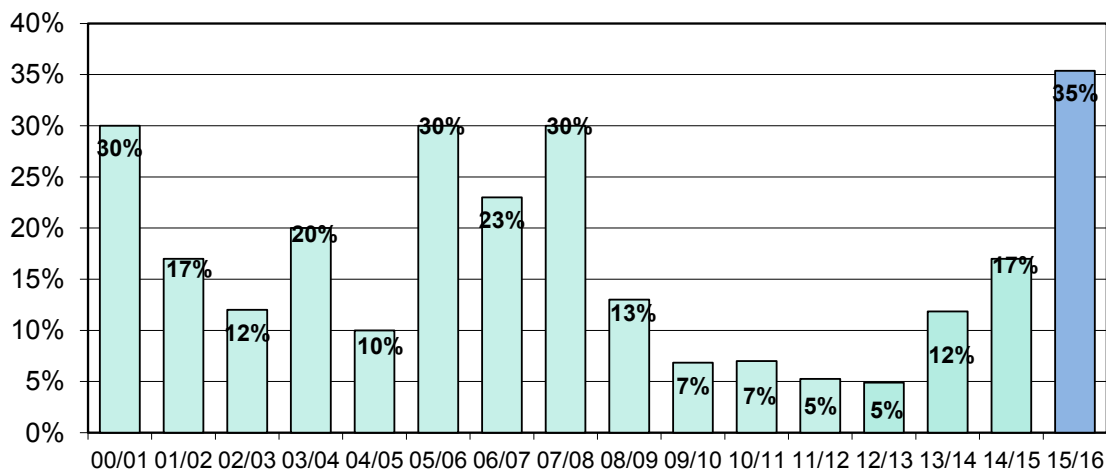
3.4 WHISTLER'S WINTER EMPLOYEE SHORTAGES

WINTER EMPLOYEE SHORTAGES

Thirty-five percent of Whistler's employers were unable to meet their staffing requirements during the 2015/16 winter season. Small sized businesses had more success than medium and large sized businesses in achieving full staffing levels this past winter season (81% of small sized businesses achieved full staffing levels versus 57% and 51% of medium sized and large sized businesses respectively).

This is the third consecutive year that there has been an increase in staffing shortages.

Figure 3-9: Businesses unable to achieve full staffing levels, 2015/16 winter season



Eight hundred and twenty FTE positions went unfilled in Whistler during the 2015/16 winter season, compared to 300 FTE shortages reported for the 2014/15 winter season. Had these 2015/16 vacancies been staffed, the overall workforce would have increased by 5.7%.

Figure 3-10: Reported employee shortages, 2015/16 winter season

	Estimated Employee Shortages for Entire Workforce (FTE Positions)*	% Change in Workforce had Positions been Filled
Small (0-5 Employees)	50*	7.6%
Medium (6-19 Employees)	260*	12.9%
Large (20+ Employees)	510**	4.3%
TOTAL	820**	5.7%

* Rounded to the nearest ten.

** Rounded to the nearest hundred.

MAIN REASONS FOR WINTER EMPLOYEE SHORTAGES

A total of 73 firms provided reasons for why they had employee shortages, over double the number of responses (35) received in 2014/15. The most common reason noted for why positions were left unfilled was the lack of job applications with 55 responses, followed by no company staff housing (36) and salary expectations (18).

Figure 3-11: Reasons for employee shortages, 2015/16 winter season

	Frequency	Percentage
Lack of Job Applications	55	75%
No Company Staff Housing	36	49%
Salary Expectations	18	25%
Workforce Retention/Transient Nature of Workforce (working visa)	15	21%
Work Location & Public Transit Issues	8	11%
Lack of Career Advancement	4	5%
Lack of Employment Hours	3	4%
TOTAL RESPONSES	73	190%

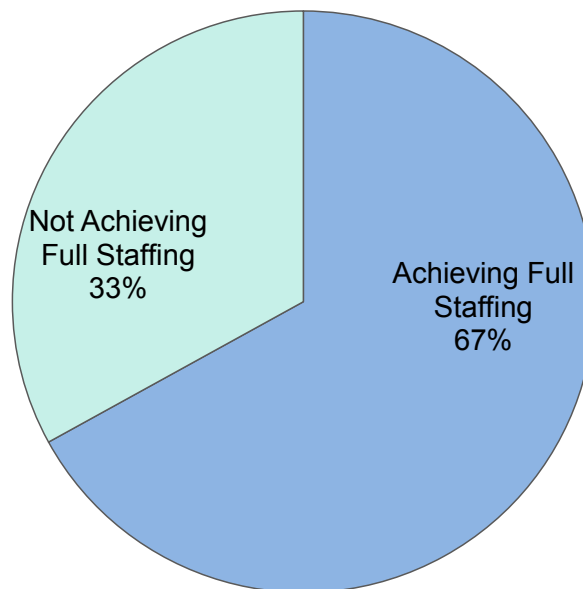
Note: Percentage sums to above 100% due to multiple responses.

3.5 WHISTLER'S SUMMER EMPLOYEE SHORTAGES

SUMMER EMPLOYEE SHORTAGE

Thirty-three percent of businesses this year anticipate that they will not be able to meet their staffing requirements for the 2016 summer season. Similar to the winter season, small businesses had more success achieving full staffing levels (84% for small businesses versus 64% for medium sized and 49% for large sized businesses).

Figure 3-12: Anticipated percentage of businesses that will not be able to achieve full staffing levels, 2016 summer season



Over 700 positions are expected to go unfilled during the 2016 summer season. If these positions were filled, staffing would have increased by 4.8%.

Figure 3-13: Reported employee shortages, 2016 summer season

	Estimated Employee Shortages for Entire Workforce (FTE Positions)*	% Change in Workforce had Positions been Filled
Small (0-5 Employees)	40*	6.1%
Medium (6-19 Employees)	200*	9.9%
Large (20+ Employees)	450**	3.8%
TOTAL	700**	4.8%

* Rounded to the nearest ten.

** Rounded to the nearest hundred.

MAIN REASONS FOR SUMMER EMPLOYEE SHORTAGES

Sixty-nine companies provided responses on why they will have employee shortages. The most common reason noted for unfilled job positions in the summer of 2015 is due to a lack of job applications (54 responses). The next highest reason stated for anticipated employee shortages was the lack of company staff housing (26), followed by salary expectations (15).

Figure 3-14: Reasons for employee shortages, 2016 summer season

	Frequency	Percentage
Lack of Job Applications	54	78%
No Company Staff Housing	26	38%
Salary Expectations	15	22%
Lack of Employment Hours	2	3%
TOTAL RESPONSES	69	141%

Note: Percentage sums to above 100% due to multiple responses.

3.6 EMPLOYER-PROVIDED HOUSING IN WHISTLER

EMPLOYER-PROVIDED HOUSING

Approximately 21% of businesses provided housing for their employees during the 2015/2016 winter season. This proportion is higher than the 13% of businesses that reported supplying housing during the 2014/15 winter season. Consistent with past Whistler Housing Authority studies, large businesses were more likely to supply employee housing than were medium and small businesses.

Figure 3-15: Businesses that supply housing, 2015/16 winter season

	# of Businesses	# of Businesses that Supply Housing	% of Businesses that Supply Housing
Small (0-5 Employees)	275	23	8%
Medium (6-19 Employees)	212	33	16%
Large (20+ Employees)	131	53	41%
TOTAL	618	109	21%

The Whistler businesses that did supply housing for their employees provided approximately 3,000 beds in total year-round. Of the 3,000 beds provided, approximately 2,500 beds were reserved for seasonal winter employees and 1,300 beds for seasonal summer employees. Large businesses continued to supply the vast majority of beds for both year-round and seasonal employees.

Figure 3-16: Number of beds provided for staff year-round

	# of Businesses that Supply Housing	# of Year-Round Beds Provided for Staff	# of Winter Beds Provided for Staff	# of Summer Beds Provided for Staff
Small (0-5 Employees)	23	40*	0*	10*
Medium (6-19 Employees)	33	70*	20*	30*
Large (20+ Employees)	53	2,900**	2,400**	1,300**
TOTAL	109	3,000**	2,500**	1,300**

* Rounded to the nearest ten.

** Rounded to the nearest hundred.

Note: Totals may not sum due to rounding.

Approximately 2,600 of the 3,000 year-round staff beds provided by employers were occupied year round (88% occupancy rate). Year-round occupancy rates are highest for large sized businesses (89% occupancy rate).

Figure 3-17: Average occupancy rate for year-round beds provided by employers, 2015/16

	# of Year-Round Beds Provided for Staff	# of Year-Round Beds Occupied by Staff	Average Occupancy Rate of Beds
Small (0-5 Employees)	40*	20*	62%
Medium (6-19 Employees)	70*	50*	72%
Large (20+ Employees)	2,900**	2,500*	89%
TOTAL	3,000**	2,600**	88%

* Rounded to the nearest ten.

** Rounded to the nearest hundred.

Occupancy rates for seasonal winter staff beds were significantly higher than year-round staff beds, averaging a 97% occupancy rate overall. Almost all of the 2,400 seasonal winter staff beds provided by employers were occupied during the 2015/16 winter season.

Figure 3-18: Average occupancy rate for winter beds provided by employers, 2015/16

	# of Winter Beds Provided for Staff	# of Winter Beds Occupied by Staff	Average Occupancy Rate of Beds
Small (0-5 Employees)	0*	0*	100%
Medium (6-19 Employees)	20*	10*	68%
Large (20+ Employees)	2,400**	2,400*	97%
TOTAL	2,500**	2,400*	97%

* Rounded to the nearest ten.

** Rounded to the nearest hundred.

Note: Totals may not sum due to rounding.

Approximately 1,200 of the 1,300 seasonal summer staff beds provided by employers were occupied during the 2015 summer season. Occupancy rates for seasonal summer staff beds were lower than seasonal winter staff beds, averaging a 91% occupancy rate versus 97% in the winter.

Figure 3-19: Average occupancy rate for summer beds provided by employers, 2015

	# of Summer Beds Provided for Staff	# of Summer Beds Occupied by Staff	Average Occupancy Rate of Beds
Small (0-5 Employees)	10*	10*	76%
Medium (6-19 Employees)	30*	30*	83%
Large (20+ Employees)	1,300**	1,200**	91%
TOTAL	1,300**	1,200**	91%

*Rounded to the nearest ten.

** Rounded to the nearest hundred.

Note: Totals may not sum due to rounding.

Approximately 37% of those businesses that supply housing in Whistler rent the property year-round. A further 33% own their accommodations, while 17% of businesses own resident restricted real estate. The remaining 14% of the businesses that supply housing in Whistler rent their staff accommodations seasonally.

Figure 3-20: Type of housing supplied by employers, 2015/16 winter season

	Frequency	Percentage
Rented year-round by the company	16	37%
Market real estate owned by the company	14	33%
Resident restricted real estate owned by company	7	16%
Rented seasonally by the company	6	14%
TOTAL RESPONSES	43	100%

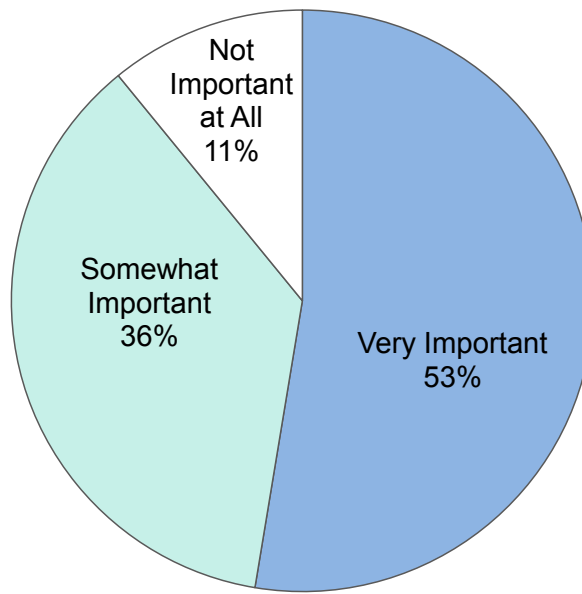
Note: Respondents were asked to select one response only from the list above.

3.7 EMPLOYER PERSPECTIVES ON EMPLOYEE HOUSING IN WHISTLER

IMPORTANCE TO BUSINESSES FOR EMPLOYEES TO LIVE IN WHISTLER

More than half of employers surveyed (53%) feel it is very important for their employees to live directly in Whistler. Another 36% of employers believe it is somewhat important for their staff to live in Whistler, while the remaining 11% feel that it is not important at all for their staff to live in Whistler.

Figure 3-21: Importance of employee housing to businesses, 2015/16 winter season



4.0 CONCLUSIONS

The key findings of this study are:

- Whistler's workforce represented approximately 14,500 FTE employees in the 2015/16 winter season. The workforce includes approximately 12,800 full-time positions and 1,800 full-time equivalent positions created by the part-time workforce.
- Whistler's employers are projected to retain approximately 12,400 winter FTE employees for the 2016 summer season. The summer workforce is projected to include 11,000 full-time positions and 1,400 full-time equivalent positions created by the part-time workforce.
- Approximately 76% of Whistler's total workforce resided in Whistler in the 2015/16 winter season. The size of the resident workforce (11,100 FTE employees) has increased from the 2014/15 season, when approximately 10,400 FTE employees (79%) lived in Whistler.
- Approximately 35% of Whistler's employers were unable to meet their staffing requirements during the 2015/16 winter season, resulting in a shortage of 820 FTEs. The most common reason noted for why positions were left unfilled was the lack of job applications.
- This year, 33% of businesses were unable to meet their staffing requirements during the 2016 summer season, equating to a shortage of 700 FTEs. Similar to the winter season, small businesses had more success achieving full staffing levels (84% for small businesses versus 64% for medium sized and 49% for large sized businesses). The most common reason noted for why positions were left unfilled was also a lack of job applications.
- Approximately 21% of businesses provided housing for their employees during the 2015/2016 winter season. This proportion is higher than the percentage of businesses that reported supplying housing during the 2014/15 winter season (13%).
- Over half of employers surveyed (53%) feel it is very important for their employees to live directly in Whistler. Another 36% of employers believe it is somewhat important for their staff to live in Whistler, while the remaining 11% feel that it is not important at all for their staff to live in Whistler.

Appendix A: Survey Instrument

Survey Instrument



2016 WHISTLER HOUSING NEEDS ASSESSMENT SURVEY

InterVISTAS has been retained by the Whistler Housing Authority (WHA) to assist in updating a housing needs assessment for Whistler's workforce. The WHA has identified you/your organization as an important participant in this process. We would appreciate a few minutes of your time to provide feedback on your employee characteristics via the following brief survey. Please note that you/your organization's confidentiality and anonymity is assured, as all responses will be presented in summary form. We value your input and look forward to receiving your comments.

Please provide the following contact information below. Be assured that this information is for administrative purposes only, and will not be identified or linked to your responses.

Name: _____	Company: _____
Tel No: _____	Email: _____

1. Does your business operate:

Year round

Winter season only

Summer season only

2. What sector would you classify your business under?

3. Is your company owned by a parent company or another affiliated company?

☐ Yes ([Go to Q3a](#)) ☐ No ([Go to 4a](#))

3a. Who is your parent company?

--

4a. How many **total employees**, including management/owners, did your business

have during the **2015-2016 WINTER SEASON** (Dec '15-Apr '16)?

Full time_____

Part time_____

4b. How many hours per week on average did each of your employees work during the **2015-2016 WINTER SEASON** (Dec '15-Apr '16)?

Average # of hours per week worked by Full-time Employees_____

Average # of hours per week worked by Part-time Employees _____

4c. How many of your **total employees**, including management were **SEASONAL EMPLOYEES** during the **2015-2016 WINTER SEASON** (Dec '15-Apr '16)?

***Definition Seasonal / Employee:** a short term employee working in Whistler for approximately 6 months or less of the year (winter season only) and living elsewhere the rest of the year.*

Full-time _____

Part-time_____

5a. Were you able to achieve full staffing levels in the **2015-2016 WINTER SEASON** (Dec '15-Apr '16)?

☐ Yes ([Go to Q6a](#)) ☐ No ([Go to Q5b](#))

5b. How many employees were you short? (*Please enter 0 if applicable*)

Full time_____

Part time_____

5c. In your view, what are the main reasons why your company had unfilled positions in the **2015-2016 WINTER SEASON** (Dec '15-Apr '16)? *(Please select all that apply)*

☐ Lack of job applications being submitted to company

OR

- ☐ Salary expectations (i.e. company wages & benefits not high enough)
- ☐ Not enough flexibility in employment hours
- ☐ Not enough employment hours available
- ☐ Company does not provide staff housing
- ☐ Location of work in relation to public transit for commuting
- ☐ Lack of career advancement opportunities with company
- ☐ Applicant's work visa not compatible with positions available

6a. How many **total employees**, including management/owners, will your business employ during the **2016 SUMMER SEASON** (May-Sep '16)?

Full-time_____

Part-time_____

6b. How many hours per week on average will each of your **summer employees** work?

Average # of hours per week to be worked by Full-time Employees _____

Average # of hours per week to be worked by Part-time Employees _____

6c. How many of your **total employees** including management do you anticipate will be **SEASONAL EMPLOYEES** during the **2016 SUMMER SEASON** (May-Sep '16)?

Definition Seasonal Employee: a short term employee working in Whistler for approximately 6 months or less of the year (summer season only) and living elsewhere the rest of the year .

Full-time _____

Part-time _____

7a. Do you anticipate that you will be able to achieve full staffing levels in the **2016 SUMMER SEASON** (May-Sep '16)?

☐ Yes (*Go to Q8a*) No (*Go to Q7b*)

7b. How many employees will you be short during **2016 SUMMER SEASON** (May-Sep '16)? (*Please enter 0 if applicable*)

Full time _____

Part time _____

7c. In your view, what is the main reason your company will have unfilled positions in the **2016 SUMMERSEASON** (May-Sep '16)? (*Please select all that apply*)

☐ Lack of job applications being submitted to company

OR

☐ Salary expectations (i.e. company wages & benefits not high enough)

☐ Not enough flexibility in employment hours

☐ Not enough employment hours available

☐ Company does not provide staff housing

☐ Location of work in relation to public transit for commuting

☐ Lack of career advancement opportunities with company

☐ Applicant's work visa not compatible with positions available

8a. How many of your **total employees**, including management/owners, lived in Whistler during the **2015-2016 WINTER SEASON** (Dec '15-Apr '16)? (*Please enter 0 if applicable*)

Full-time _____

Part-time _____

8b. How many of your **SEASONAL EMPLOYEES**, including management/owners, lived in Whistler during the **2015-2016 WINTER SEASON** (Dec '15-Apr '16)? *(Please enter 0 if applicable)*

Definition Seasonal Employee: a short term employee working in Whistler for approximately 6 months or less of the year (winter season only) and living elsewhere the rest of the year.

Full-time _____

Part-time _____

9a. How many **total employees**, including management/owners, do you expect to employ for the **2016-2017 WINTER SEASON** (Dec '16-Apr '17)? *(Please enter 0 if applicable)*

Full time _____

Part time _____

☐ Unsure of approximate projected numbers at this time ([Go to 9b](#))

9b. If unsure of projected numbers, do you expect the number of your full-time and part time employees to remain the same, increase or decrease during the **2016-2017**

WINTER SEASON (Dec '16-Apr '17)?

☐ Employee numbers will remain the same

☐ Employee numbers will increase

☐ Employee numbers will decrease

10a. Does your company currently provide any housing for your employees?

☐ Yes ([Go to Q10b](#)) ☐ No ([Go to Q11a](#))

10b. How many beds does your company currently provide for staff?

_____ Year-round beds
_____ Winter seasonal beds
_____ Summer seasonal beds

10c. How many of you company's employee housing beds are:

Rented year-round by the company _____
Rented seasonally by the company _____
Market real estate owned by the company _____
Resident Restricted real estate owned by the company _____

10d. What is the average occupancy in your employee housing?

Winter season occupancy rate _____ %
Summer season occupancy rate _____ %
Annual occupancy rate _____ %

11a. Is your company planning on providing any new housing for your employees in the next 1-2 years?

☐ Yes ([Go to Q11b](#)) ☐ No ([Go to Q12](#))

11b. For your company's new employee housing, will the additional beds be:

- ☐ Rented year-round by the company
- ☐ Rented seasonally by the company
- ☐ Market real estate owned by the company
- ☐ Resident Restricted real estate owned by the company
- ☐ Resident Restricted real estate rented by the company

12. How important is it to your business for your employees to live directly in Whistler?

- ☐ Very important
- ☐ Somewhat important

☐ Not important at all

Thank you for your time and consideration in completing the survey. We value your contribution to this important program.

Final results will be made available to the community in September 2016. If you have any further questions on this research program or have additional suggestions about housing in Whistler, please contact Jessica Averiss at the Whistler Housing Authority at 604-905-4688 (extension 3#).

Appendix B: Survey Participants

21 Steps Kitchen & Bar
 Aava Whistler Hotel
 Limited
 Adara Hotel- Trilogy
 Management
 Affinity
 Aloha Whistler
 Accommodations
 Alpine Cleaning/LRS
 Services Ltd.
 Alpine Lock And Safe
 Alpine Meadows Market
 Alpine West Systems
 Electrical
 Alta Lake Painting
 Araxi Ristorante
 Avco Restorations Inc.
 Avis Rent A Car
 B. A. Blackwell And
 Associates
 BDO Dunwoody
 Chartered Accountants
 Best Western Listel
 Whistler Hotel
 Bg Urban Grill Whistler
 Black Ohm Tattoos
 Blackcomb Chimney
 Patrol
 Blackcomb Liquor Store
 And Fitzsimmons Pub
 Blackcomb Lodge (The)
 Blackcomb Roofing
 Black's Pub & Restaurant
 Blue Highways Clinic &
 Spa
 Boston Pizza – Whistler
 Brian Ayearst Contracting
 Burnt Stew Computer
 Solutions Inc.
 Canadian Adventure
 Tours Inc.
 Canstar Restorations
 Cardinal Concrete Ltd.
 Carlberg
 Carleton Lodge
 Cascade Environmental
 Chalet Luise Pension Inn
 Coastal Mountain
 Excavations Ltd.

Couloir Consulting
 Services Couloir Project
 Mgmt Ltd.
 Crepe Montagne
 Crystal Lodge
 Dave Boyle Construction
 Dc Roofing Inc.
 Delish Café & Catering
 Delta Whistler Village
 Suites
 Diamond Tip Roofing
 Dihedral Designs
 Donald Barr Consulting
 Ltd.
 Double Diamond Law
 Dubh Linn Gate
 Earls Whistler
 Ecosign Mountain
 Recreation Planners Ltd.
 Edward Jones
 Eggleton, Dan
 Dan's Electrical Trade
 Service
 El Furniture Restaurant
 Eleni Floral Design &
 Decor
 EVR Fine Homes
 Excess Clothing &
 Accessories
 Fairmont Chateau
 Whistler
 Fanatyk Co Ski & Cycle
 Farfalla Hair & Esthetics
 Flow Irrigation Sales &
 Service Ltd.
 Four Seasons Resort
 Whistler
 Gershon & Co.
 Accounting And Tax Ltd.
 Gibbons Hospitality
 Glacier Creek Contracting
 Gonzalez Accounting
 Service Inc.
 Happy Hot Tub And
 Home Services
 HI Whistler
 High Country Appliances
 Hilton Whistler Resort &
 Spa

Hy's Steakhouse
 IGA Marketplace
 Innovation Building Group
 Ltd.
 Intrawest Resort Club
 Group
 James Stewart Sculpture
 Jamie A. Martin Design
 Ltd.
 Japanada Enterprises
 Inc.(Whistler Gifts)
 Josee Glass Art 2
 JTB International
 Just Cleaning
 Jyko Plbg & Htg
 Karnoor Enterprises Inc.
 DbA Whistler Husky
 Market
 Kaze Sushi
 Keg At The Mountain
 Keir Fine Jeweler
 Kier Fine Jewelry
 Kyber Developments Ltd.
 Lewin Ledgers
 Lionsgate Laser Clinic
 Inc.
 Live Food Bar, The
 Lost Lake Cross Country
 Connection
 MacDougall Construction
 & Renovations
 Magic Clean
 Mclean & Company Law
 Offices
 Mexican Corner
 Restaurant
 Milestones
 Millar Creek
 Developments
 Misty Mountain Pizza
 Mit Painting
 Mountain Country
 Property Management
 Mountain Law
 Corporation
 Mountainside Lodge
 Murdoch & Co.
 Need Brophy Services
 Ltd.

Nesters Market	Shoppers Drug Mart	Whistler Community Services Society
Nita Lake Lodge	Sidecut Enterprises Inc.	Whistler Connection
North Shore Credit Union (Village Gate Location Only From 2008 Onward)	Skids Production Inc.	Whistler Cooks Catering
O&R Entertainment	Splitz Grill Inc.	Whistler Day Spa
Old Spaghetti Factory	Spring Creek Community School	Whistler Fotosource
Olympic Quality Cleaning Ltd	Stark Contracting & Management	Whistler Health Care Centre
Oracle At Whistler	Sterling Property Services	Whistler Landscaping Limited
Pan Pacific Whistler	Stonesedge Kitchen	Whistler Limousine Ltd.
Paradise Machine Corp	Summit Lodge	Whistler Mechanical Ltd.
Payless Auto Towing Ltd.	Sundial Hotel	Whistler Medical Marijuana Corp.
Peak Product Development	Susan Krieger, CGA	Whistler Ontime Account Services
Pinnacle Hotel	Sushi Village	Whistler Racquet Club
Pipeline Plumbing & Heating Ltd	Switchback Entertainment Inc.	Whistler Retreats
Pique Publishing Inc.	Tandoori Grill	Whistler Smile Gift
Plaza Galleries	Tantalus Resort Lodge	Whistler Transit Ltd.
Precision Painting	TD Canada Trust	Whistler Village Inn + Suites (Also Powder Lodge)
Pure Bread	The Adventure Group	Whistler Village Sports
Quattro At Whistler	The Grocery Store	Whistler Waldorf School
Race And Company	The Loft Salon Ltd.	Whistler Welding Services Ltd.
Rainbow Electric (2007) Ltd	The Westin Resort And Spa	Whistler-Blackcomb Chalet Care
RDC Fine Homes	The Whistler Real Estate Co	Wide Open Welding Ltd.
Re/Max Sea To Sky Real Estate, Whistler	Tiger's Paw Dog Treats	Wildflower Lodging Co
Reactive Design Inc.	Tim Hortons	Window Cleaning Whistler
Redpoint Mechanical Services	Toad Hall Studios	Yes Tours Inc.
Resort Cinemas Of Whistler ULC- Village 8 Cinemas	Tom Barratt Landscaping	Ziptrek Ecotours Inc.
Resort Municipality Of Whistler	Tourism Whistler	
Resortquest Whistler	Training Innovations	
Rexall (Village)	Upper Village Market	
Rocky Mountain Chocolate Factory	Valley Business Centre	
Rogers Chocolates	VIP Service Mountain Holidays	
Roland Ventures	Visco Design	
Ross' Gold	Vision Pacific Contracting & Design	
Royal Bank Of Canada	West Coast Float	
Ruby Tuesday Accessories Ltd	Whistler 2010 Sport Legacies Society	
Sabre Group	Whistler All-Star Hockey Inc.	
Sargent, Lisa	Whistler Arts Council	
Sea To Sky Security	Whistler Blackcomb	
Senka Florist	Whistler Brewing Co.	
Shaw Carpet And Floor Centre	Whistler Chamber Of Commerce	
	Whistler Children's Centre	
	Whistler Chiropractic	

Appendix C: Comparison with Previous Reports

Figure A-1: Comparison with previous reports

	03/04	04/05	05/06	06/07	07/08	08/09	09/10	10/11	11/12	12/13	13/14	14/15	15/16
Total Workforce in Whistler (FTE Positions)	14,000	14,100	13,700	14,200	14,000	13,700	12,300	11,800	12,000	12,200	12,800	13,200	14,500
Projected Workforce for Next Year (FTE Positions)	14,200	14,300	13,500	14,400	14,300	12,800	12,200	11,800	12,100	12,100	12,900	13,300	15,000
Workforce Living in Whistler (FTE Positions)	10,800	10,900	10,800	11,000	11,100	10,600	9,300	9,600	9,800	9,700	10,200	10,400	11,100
Workforce Living in Whistler (%)	76%	76%	79%	78%	79%	77%	76%	82%	82%	80%	81%	79%	76%
Businesses able to Achieve Full Staffing Levels in Winter Season (%)	80%	90%	70%	77%	70%	87%	93%	93%	95%	95%	87%	83%	65%
Winter Season Employee Shortages for Entire Workforce (FTE Positions)	300	100	500	400	600	100	100	30~	n/a	50~	100	300	820
Businesses able to Achieve Full Staffing Levels in Summer Season (%)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	78%	67%
Employee Shortages for Entire Workforce for Summer Season (FTE Positions)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	300	700
Businesses that Supply Housing (%)	24%	15%	17%	17%	17%	22%	18%	15%	15%	13%	12%	13%	21%

* Annual survey results can expect to have a respective margin of error to reflect the confidence in the accuracy of the data.

~ Due to the small employee shortages reported for the 2010/11 and 2012/13 winter seasons, figures have been rounded to the nearest ten, while figures for previous years have been rounded to the nearest hundred.

n/a – Data not available as question was not asked in this survey year.

Appendix D: Respondent Profile

Figure A-2: Industry Sectors in sample, 2014/15 winter season

	Freq.	%
81 - other services (except public admin)	32	15%
72 - accommodation and food services	48	23%
72111 - hotels and motels	20	9%
722511 - full service restaurants	17	8%
722513 - limited service restaurants	6	3%
7223 - food service contractors, caterers	4	2%
72241 - drinking places	1	<1%
23 - construction	26	12%
44 - retail trade	37	17%
54 - professional, scientific and technical	13	6%
71 - arts, entertainment and recreation	12	6%
71399 - all other recreation industries	5	2%
71392 - skiing facilities	3	1%
71394 - fitness and recreational sports centres	2	1%
711 - theatre, dance, spectator sports	2	1%
52 - finance and insurance	9	4%
53 - real estate rental & leasing	4	2%
62 - health care and social assistance	8	4%
48 - transportation and warehousing	3	1%
61 - education services	4	2%
31 - manufacturing	3	1%
42 - wholesale trade	2	1%
11 - agriculture, forestry, fishing & hunting	1	<1%
55 - management of companies & enterprises	4	2%
92 - public administration	2	1%
21 - mining	0	0%
22 - utilities	2	1%
51 - information	2	1%
56 - administrative and support and waste management and remediation	0	0%
TOTAL RESPONSES	212	100%

Appendix E: Actual Survey Results

This appendix includes the survey results for all closed-ended questions.

Figure A-1: Total workforce in Whistler, 2015/16 winter season

	# of Businesses	Total FTE Positions	Full-time Positions	Part-time FTE Positions
Small (0-5 Employees)	85	203	159	44
Medium (6-19 Employees)	58	595	479	116
Large (20+ Employees)	69	9,442	8,446	996
TOTAL	212	10,240	9,084	1,156

Figure A-2: Total seasonal workforce in Whistler, 2015/16 winter season

	# of Businesses	Total Seasonal FTE Positions	Seasonal Full-time Positions	Seasonal Part-time FTE Positions
Small (0-5 Employees)	85	27	19	8
Medium (6-19 Employees)	58	142	80	62
Large (20+ Employees)	69	4,446	3,833	613
TOTAL	212	4,615	3,932	683

Figure A-3: Projected workforce totals for 2016/17 winter season

	# of Businesses	FTE Positions, 2015/16	Projected FTE Positions, 2016/17	% Change from 2015/16
Small (0-5 Employees)	85	203	203	0.0%
Medium (6-19 Employees)	58	595	537	9.7% ↓
Large (20+ Employees)	69	9,442	8,916	5.6% ↓
TOTAL	212	10,240	9,657	5.7% ↓

Figure A-4: Projected workforce totals for 2016 summer season

	# of Businesses	FTE Positions, 2015/16	Projected FTE Positions, 2016	% Change from 2015/16
Small (0-5 Employees)	85	203	272	34% ↑
Medium (6-19 Employees)	58	595	592	0.5% ↓
Large (20+ Employees)	69	9,442	7,564	20% ↓
TOTAL	212	10,240	8,429	18% ↓

Figure A-5: Employee residency, 2015/16 winter season

	# of Businesses	Total FTE Positions	# Living in Whistler	% Living in Whistler
Small (0-5 Employees)	85	203	182	90%
Medium (6-19 Employees)	58	595	487	82%
Large (20+ Employees)	69	9,442	7,053	75%
TOTAL	212	10,240	7,722	75%

Figure A-6: Seasonal employee residency, 2015/16 winter season

	# of Businesses	Total Seasonal FTE Positions	# Seasonal Living in Whistler	% Seasonal Living in Whistler
Small (0-5 Employees)	85	27	24	88%
Medium (6-19 Employees)	58	142	133	94%
Large (20+ Employees)	69	4,446	3,714	84%
TOTAL	212	4,615	3,871	84%

Figure A-7: Businesses able to achieve full staffing levels, 2015/16 winter season

	# of Businesses	# Achieving Full Staffing	% Achieving Full Staffing
Small (0-5 Employees)	85	69	81%
Medium (6-19 Employees)	58	33	57%
Large (20+ Employees)	69	35	51%
TOTAL	212	137	65%

Figure A-8: Reported employee shortages, 2015/16 winter season

	# of Businesses	Total FTE Positions	Estimated Employee Shortages	% Change in Workforce had Positions been Filled
Small (0-5 Employees)	85	203	16	7.8%
Medium (6-19 Employees)	58	595	77	13.0%
Large (20+ Employees)	69	9,442	404	4.3%
TOTAL	212	10,240	497	4.9%

Figure A-9: Reasons for employee shortages, 2015/16 winter season

	Frequency	Percentage
Lack of Job Applications	54	78%
No Company Staff Housing	26	38%
Salary Expectations	15	22%
Lack of Employment Hours	2	3%
Workforce Retention/Transient Nature of Workforce (working visa)	0	0%
Work Location & Public Transit Issues	0	0%
Lack of Career Advancements	0	0%
TOTAL RESPONSES	69	141%

Note: Respondents were allowed to select multiple responses

Figure A-10: Businesses expecting to achieve full staffing levels, 2016 summer season

	# of Businesses	# Achieving Full Staffing	% Achieving Full Staffing
Small (0-5 Employees)	85	71	84%
Medium (6-19 Employees)	58	37	64%
Large (20+ Employees)	69	34	49%
TOTAL	212	142	67%

Figure A-11: Expected employee shortages, 2016 summer season

	# of Businesses	Projected FTE Positions	Estimated Employee Shortages	% Change in Workforce had Positions been Filled
Small (0-5 Employees)	85	203	14	6.7%
Medium (6-19 Employees)	58	595	58	9.8%
Large (20+ Employees)	69	9,442	361	3.8%
TOTAL	212	10,240	433	4.2%

Figure A-10: Reasons for employee shortages, 2016 summer season

	Frequency	Percentage
Lack of Job Applications	55	75%
No Company Staff Housing	36	49%
Salary Expectations	18	25%
Workforce Retention/Transient Nature of Workforce (working visa)	15	21%
Work Location & Public Transit Issues	8	11%
Lack of Career Advancements	4	5%
Lack of Employment Hours	3	4%
TOTAL RESPONSES	73	190%

Note: Respondents were allowed to select multiple responses

Figure A-11: Businesses that supply housing, 2015/16 winter season

	# of Businesses	# of Businesses that Supply Housing	% of Businesses that Supply Housing
Small (0-5 Employees)	85	7	8%
Medium (6-19 Employees)	58	9	16%
Large (20+ Employees)	69	28	41%
TOTAL	212	44	21%

Figure A-12: Number of beds provided for staff, year-round, 2015/16 winter season, 2016 summer season

	# of Businesses that Supply Housing	# of Year-Round Beds Provided for Staff	# of Winter Beds Provided for Staff	# of Summer Beds Provided for Staff
Small (0-5 Employees)	7	12	1	4
Medium (6-19 Employees)	9	18	6	9
Large (20+ Employees)	28	1,514	1,285	676
TOTAL	44	1,544	1,292	689

Figure A-13: Type of housing supplied by employers, 2015/16 winter season

	Frequency	Percentage
Rented year-round by the company	16	37%
Market real estate owned by the company	14	33%
Resident restricted real estate owned by company	7	16%
Rented seasonally by the company	6	14%
TOTAL RESPONSES	43	100%

Note: Respondents were asked to select one response only from the list above.

Figure A-14: Average occupancy rate for year-round beds provided by employers, 2015/16

	# of Year-Round Beds Provided for Staff	# of Year-Round Beds Occupied by Staff	Average Occupancy Rate of Year-Round Beds
Small (0-5 Employees)	12	7	62%
Medium (6-19 Employees)	18	13	72%
Large (20+ Employees)	1,514	1,342	89%
TOTAL	1,544	1,362	88%

Figure A-15: Average occupancy rate for winter seasonal beds provided by employers, 2015/16

	# of Winter Beds Provided for Staff	# of Winter Beds Occupied by Staff	Average Occupancy Rate of Winter Beds
Small (0-5 Employees)	1	1	100%
Medium (6-19 Employees)	6	4	68%
Large (20+ Employees)	1,285	1,243	97%
TOTAL	1,292	1,248	97%

Figure A-16: Average occupancy rate for summer seasonal beds provided by employers, 2016

	# of Summer Beds Provided for Staff	# of Summer Beds Occupied by Staff	Average Occupancy Rate of Summer Beds
Small (0-5 Employees)	4	3	76%
Medium (6-19 Employees)	9	7	83%
Large (20+ Employees)	676	618	91%
TOTAL	689	629	91%

Figure A-17: Importance of employee housing to businesses, 2015/16 winter season

	Frequency	Percentage
Very Important	111	53%
Somewhat Important	77	36%
Not Important at all	23	11%
TOTAL	211	100%



REPORT | ADMINISTRATIVE REPORT TO COUNCIL

PRESENTED: September 20, 2016

REPORT: 16-108

FROM: Resort Experience

FILE: 4654/4604

SUBJECT: AMENDMENT TO BUILDING AND PLUMBING REGULATION BYLAW No. 1617, 2002

COMMENT/RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

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

RECOMMENDATION

That Council consider giving first, second and third readings to Building and Plumbing Regulation Amendment Bylaw No. 2126, 2016.

REFERENCES

APPENDIX A: Consolidated Building and Plumbing Regulation Bylaw No. 1617, 2002“

APPENDIX B: “Strata Common Property Representation of Authority” form

PURPOSE OF REPORT

The purpose of this report is to ask Council’s consideration for proposed amendments to Building and Plumbing Regulation Bylaw No. 1617, 2002 which includes:

- Schedule O “Strata Common Property Consent “ form
- Plumbing Permit discount for projects involving reliance on professional plan certification

DISCUSSION

Whistler Building and Plumbing Regulation Bylaw No. 1617, 2002 regulates the construction and alteration of buildings in Whistler. When applying for a building permit the building bylaw requires that the permit application be signed by the owner of the property; the owner of strata common property is the Strata Corporation. The RMOW presently requires that a strata corporation, as the body responsible for common property, complete a “Strata Common Property Representation of Authority” form (see Appendix B). This form is not a schedule to the bylaw but has been used by staff to ensure strata approval for work on common property. The RMOW has encountered resistance from Strata Corporations to the wording of the Representation of Authority form as it identifies the Strata Corporation as the building permit applicant and permit holder. Strata Corporations have argued that they should only be providing consent to a strata lot owners Building Permit application when work involves common property. Staff have confirmed this position and as a result have had the proposed draft Schedule O “Strata Common Property Consent” form prepared.

In addition to the proposed Schedule O, the bylaw amendment proposes to amend Schedule B of the bylaw “BUILDING PERMIT FEES” by inserting after the words “a discount of 5% of the building permit fee as calculated in TABLE1” the word “or the plumbing permit fee as calculated in TABLE 2”. This housekeeping change is in keeping with s743 of the Local Government Act which requires

that a municipality must reduce the fee for a plumbing permit when reliance has been placed on professional plan certification by a registered professional.

The proposed changes to the bylaw have been summarized and explained in the Chart below:

Proposed Change	Comment/Discussion
2.1 Definitions- add “Common Property has the meaning prescribed in the <i>Strata Property Act</i> ”	“Common Property” is not presently defined in the bylaw and is the subject matter of the Schedule O.
Add new Section –9.4 An application for a building permit under 9.1 that involves work on common property of a strata corporation shall be accompanied by the consent of the strata corporation in the form of Schedule O to this bylaw.	This sentence makes the Schedule O a requirement for a complex Building Permit Application involving work to common property.
Add new section – 10.3 An application for a building permit under 10.1 that involves work on common property of a strata corporation shall be accompanied by the consent of the strata corporation in the form of Schedule O to this bylaw	This sentence makes the Schedule O a requirement for a standard Building Permit Application involving work to common property.
Amend – section 29 of the bylaw by deleting the letter “M” and replacing it with the letter “O”	Housekeeping. Adding a Schedule O to the list of schedules referenced in the bylaw.
Amend – schedule B of the Building Bylaw under the heading “BUILDING PERMIT FEES” by inserting after the words “a discount of 5% of the building permit fee as calculated in TABLE1” the word “or the plumbing permit fee as calculated in TABLE 2”	Housekeeping to update the bylaw to meet the requirements of s743 of the <i>Local Government Act</i> for plumbing permits requiring the services of a registered professional.
Add – as Schedule O the Schedule that is attached and forms part of this bylaw.	Inclusion of the Schedule O form to the bylaw.

WHISTLER 2020 ANALYSIS

W2020 Strategy	TOWARD Descriptions of success that resolution moves us toward	Comments
Partnership	Partners work together to achieve mutual benefit	Strata corporation concerns over wording of an application form have been revised to better reflect responsibilities of all parties.

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

OTHER POLICY CONSIDERATIONS

There are no other policy considerations

BUDGET CONSIDERATIONS

The 5% discount for plumbing permits will have a slight impact on permit fee revenues. 2017 budget planning will take this into consideration

COMMUNITY ENGAGEMENT AND CONSULTATION

The Schedule O was initiated by staff to resolve concerns from strata corporations over the wording found in "Strata Common Property Representation of Authority" form that was previously used by the Building Department

SUMMARY

Staff has proposed an amendment to the Building and Plumbing Regulation Bylaw to bring a Plumbing Permit discount into effect as required by the *Local Government Act* and to provide Strata Corporations with a consent mechanism allowing strata owners to undertake work to common property.

Respectfully submitted,

Joe Mooney
MANAGER, BUILDING DEPARTMENT
for
Jan Jansen
GENERAL MANAGER OF RESORT EXPERIENCE



RESORT MUNICIPALITY OF WHISTLER

CONSOLIDATED BUILDING AND PLUMBING REGULATION BYLAW NO. 1617

This document has been produced for convenience of reference and is a consolidation of the following bylaws:

Bylaw No.	Bylaw Name	Date Adopted	
1617	Building and Plumbing Regulation Bylaw No. 1617, 2002	January 13, 2003	
1618	Plumbing Regulation Amendment Bylaw No. 1618, 2003	April 7, 2003	
1633	Building Amendment Bylaw (Building and Plumbing Permit Fee Increase) No. 1633, 2003	June 2, 2003	Repealed September 4, 2007
1755	Building and Plumbing Amendment Bylaw No. 1755, 2006	July 17, 2006	
1810	Building Amendment Bylaw (Building and Plumbing Fee Increase) No. 1810, 2007	September 4, 2007	Repealed September 4, 2007
1897	Building Amendment Bylaw (Building and Plumbing Fee Increase) No. 1897, 2009	March 17, 2009	
1911	Building and Plumbing Regulations Amendment Bylaw 1911, 2009	June 16, 2009	
1991	Building and Plumbing Regulations Amendment Bylaw 1991, 2012	April 3, 2012	

Individual copies of any of the above bylaws are available from the Resort Municipality of Whistler.

This copy of "Building and Plumbing Regulation Bylaw No. 1617, 2002" has been consolidated and printed by the authority of the Corporate Officer of the Resort Municipality of Whistler pursuant to the Community Charter, Section 139, and Bylaw Consolidation and Revision Bylaw No. 1957, 2010.

Dated this 6th day of June, 2012.



 Lonny Miller,
 Corporate Officer

RESORT MUNICIPALITY OF WHISTLER
CONSOLIDATED BUILDING AND PLUMBING REGULATION BYLAW NO. 1617, 2002

**BEING A BYLAW TO REGULATE BUILDING AND PLUMBING FOR THE RESORT MUNICIPALITY
OF WHISTLER**

WHEREAS section 694 (1) of the Local Government Act authorizes the Resort Municipality of Whistler, for the health, safety and protection of persons and property to regulate the construction, alteration, repair, or demolition of buildings and structures by bylaw;

AND WHEREAS the Province of British Columbia has adopted a building code to govern standards in respect of the construction, alteration, repair and demolition of buildings in municipalities and regional districts in the Province;

NOW THEREFORE the Council of the Resort Municipality of Whistler, in open meeting assembled, enacts as follows:

1. TITLE

- 1.1 This bylaw may be cited for all purposes as the "Building and Plumbing Regulation Bylaw No. 1617, 2002".

2. DEFINITIONS

- 2.1 In this bylaw:
The following words and terms have the meanings set out in section 1.1.3.2 of the *Building Code: assembly occupancy, building, building area, building height, business and personal services occupancy, care or detention occupancy, constructor, coordinating registered professional, designer, field review, high hazard industrial occupancy, industrial occupancy, low hazard industrial occupancy, major occupancy, mercantile occupancy, medium hazard industrial occupancy, occupancy, owner, plumbing contractor, plumbing system, registered professional, and residential occupancy.*

Agent means a person authorized by the owner to apply for and obtain a building permit, by way of a written authorization in the form of Schedule A to this bylaw.

Building Code means the British Columbia *Building Code* as adopted by the Minister pursuant to section 692 (1) of the *Local Government Act*, as amended or re-enacted from time to time. (Bylaw 1991)

Building official includes the Manager of Building Services, building inspectors, plan checkers and plumbing inspectors designated by the Resort Municipality of Whistler.

Complex building means:

- (a) *all buildings* used for *major occupancies* classified as
 - (i) *assembly occupancies,*
 - (ii) *care or detention occupancies,*
 - (iii) *high hazard industrial occupancies,* and
- (b) *all buildings* exceeding 600 square meters in *building area* or exceeding three storeys in *building height* used for major occupancies classified as
 - (i) *residential occupancies,*

- (ii) *business and personal services occupancies*,
- (iii) *mercantile occupancies*, or
- (iv) *medium and low hazard industrial occupancies*

- (c) all tenant improvements in *complex buildings* except where the *owner* provides the *building official* with evidence to demonstrate such requirement is unnecessary.

Health and safety aspects of the work means design and construction regulated by Part 3, Part 4, and sections 7.1, 7.3, 7.4, 7.5, 7.6, 7.7, 9.4, 9.8, 9.9, 9.10, 9.12, 9.13, 9.14, 9.15, 9.18, 9.19, 9.20, 9.21, 9.22, 9.23, 9.24, 9.25, 9.31, 9.32, 9.34, 9.35, and 9.36 of Part 9 of the *Building Code*.

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

Standard building means a *building* of three storeys or less in *building height*, having a *building area* not exceeding 600 square meters and used for *major occupancies* classified as

- (a) *residential occupancies*,
- (b) *business and personal services occupancies*,
- (c) *mercantile occupancies*, or
- (d) *medium and low hazard industrial occupancies*.

Owner includes, except in the definition of the term *agent*, the *owner's agent*.

Structure means a construction or portion thereof of any kind, whether fixed to, supported by or sunk into land or water, but specifically excludes landscaping, fences, paving and retaining *structures* less than 1.5 meters in height.

3. PURPOSE OF THIS BYLAW

- 3.1 This bylaw shall, notwithstanding any other provision herein, be interpreted in accordance with this section.
- 3.2 This bylaw has been enacted for the purpose of regulating construction within the Resort Municipality of Whistler in the general public interest. The activities undertaken by or on behalf of the Resort Municipality of Whistler pursuant to this bylaw are for the sole purpose of providing a limited and interim spot checking function for reasons of health, safety and the protection of persons and property. It is not contemplated nor intended, nor does the purpose of this bylaw extend:
 - 3.2.1 to the protection of *owners*, *owner/builders* or *constructors* from economic loss;
 - 3.2.2 to the assumption by the Resort Municipality of Whistler or any *building official* of any responsibility for ensuring the compliance by any *owner*, his or her representatives or any employees, *constructors* or *designers* retained by him or her, with the *Building Code*, the requirements of this bylaw and other applicable enactments respecting safety;
 - 3.2.3 to providing any person a warranty of design or workmanship with respect to any *building* or *structure* for which a permit including an occupancy permit is issued under this bylaw;
 - 3.2.4 to providing a warranty or assurance that construction undertaken pursuant to building permits issued by the Resort Municipality of Whistler is free from latent,

or any defects.

4. PERMIT CONDITIONS

- 4.1 A permit is required whenever work regulated under this bylaw is to be undertaken.
- 4.2 The issuance of a permit under this bylaw and the acceptance or review of plans, drawings and supporting documents shall in no way serve to relieve the *owner* or his or her *agent* from full and sole responsibility to perform the work in strict accordance with this bylaw, the *Building Code* and other applicable enactments respecting safety.
- 4.3 No inspections or observations made by or on behalf of the Resort Municipality of Whistler shall serve to relieve the *owner* or his or her *agents* from full and sole responsibility to perform the work in strict accordance with this bylaw, the *Building Code* and other applicable enactments respecting safety.
- 4.4 It shall be the full and sole responsibility of the *owner* (and where the *owner* is acting through an *agent*, the *agent*) to carry out the work in respect of which the permit was issued in compliance with the *Building Code* and this bylaw and other applicable enactments respecting safety.
- 4.5 Neither the issuance of a permit under this bylaw nor the acceptance or review of plans, drawings or specifications or supporting documents, nor any inspections made by or on behalf of the Resort Municipality of Whistler constitute in any way a representation, warranty, assurance or statement that the *Building Code*, this bylaw and other applicable enactments respecting safety have been complied with.
- 4.6 No person shall rely upon any permit as establishing compliance with this bylaw or assume or conclude that this bylaw has been administered or enforced according to its terms. The person to whom the building permit is issued and his or her *agents* are responsible for making such determination.

5. SCOPE AND EXEMPTIONS

- 5.1 This bylaw applies to the design, construction and *occupancy* of new *buildings* and *structures*, and the alteration, reconstruction, demolition, removal, relocation and *occupancy* of existing *buildings*, *structures* and *plumbing systems*.
- 5.2 This bylaw does not apply to *buildings* or *structures* exempted by Part 1 of the *Building Code* except as expressly provided herein, nor to retaining *structures* less than 1.5 meters in height.
- 5.3 For the purpose of section 5.2, that portion of the Whistler Sliding Centre on Blackcomb Mountain that comprises a *structure* commonly known as a sliding track is deemed to be a “temporary building” as referred to in section 1.1.2.2(1)(f) of the *Building Code*, and this bylaw does not apply to it. (Bylaw 1618, Bylaw 1755, Bylaw 1991)

6. PROHIBITIONS

- 6.1 No person shall commence or continue any construction, alteration, reconstruction, demolition, removal, relocation or change the *occupancy* of any *building*, *structure* or *plumbing system* including excavation or other work related to construction unless a *building official* has issued a valid and existing permit for the work.
- 6.2 No *owner* shall occupy or use or permit others to *occupancy* or use any building or *structure* unless a valid and existing occupancy permit has been issued by a *building official* for the building or *structure*, or contrary to the conditions of any permit issued or any notice given by a *building official*.
- 6.3 No person shall 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 No person shall, unless authorized in writing by a *building official*, reverse, alter, deface, cover, remove or in any way tamper with any notice, permit or certificate posted upon or affixed to any building or *structure* pursuant to this bylaw.
- 6.5 No *owner* shall do any work or permit others to do any work that is substantially at variance with the approved descriptions, plans and specifications of a building, *structure*, or other works for which a permit has been issued, unless that variance has been accepted in writing by a *building official*.
- 6.6 No person shall obstruct the entry of a *building official* or other authorized official of the Resort Municipality of Whistler on property in the administration of this bylaw.

7. BUILDING OFFICIALS

7.1 Each *building official* may:

- 7.1.1 administer this bylaw;
- 7.1.2 keep records of permit applications (so long as the building permit is issued within 6 months of receipt of the application), permits, notices and orders issued, inspections and tests made, and may retain copies of all papers and documents connected with the administration of this bylaw or microfilm or digital copies of such documents.
- 7.1.3 establish whether the methods or types of construction and types of materials used in the construction of a building or *structure* for which a permit is sought under this bylaw substantially conform with the requirements of the *Building code*.

7.2 A *building official*:

- 7.2.1 may enter any land, *building*, *structure*, or premises at any reasonable time for the purpose of ascertaining that the regulations of this bylaw are being observed;
- 7.2.2 where any *building* or *structure* is occupied, shall obtain the consent of the occupant or provide written notice to the occupant not less than 24 hours in advance of entry; and
- 7.2.3 shall carry proper credentials confirming his or her status as a *building official*.

7.3 A *building official* may order the correction of any work which is being done or has been done in contravention of this bylaw.

7.4 A *building official* may determine, for the purposes of the Solar Hot Water Ready Regulation B.C Reg. 101/2011, whether building site conditions permit effective use of solar hot water heating. (Bylaw 1991)

8. APPLICATIONS

8.1 Every *owner* shall apply for and obtain:

- 8.1.1 an excavation permit before excavating or preparing the site for foundation forms and installing services related to the construction of a building or *structure*;
- 8.1.2 a building permit before constructing or altering a building or *structure*;

- 8.1.3 a plumbing permit before constructing or altering a plumbing system;
- 8.1.4 a moving permit before moving a building or *structure*;
- 8.1.5 a demolition permit before demolishing a building or *structure*;
- 8.1.6 a fireplace and chimney permit prior to the construction of a masonry fireplace or the installation of a wood burning appliance.
- 8.2 Applications for any permits required in accordance with this bylaw shall be made using forms provided by the Resort Municipality of Whistler.
- 8.3 All plans submitted with permit applications shall bear the name and address of the designer of the building or *structure*.
- 8.4 Each building or *structure* to be constructed on a site requires a separate building permit and shall be assessed a separate building permit fee based on the value of that building or *structure* as determined in accordance with Schedule B to this bylaw, except where a *building official* determines that a single permit may be issued in respect of more than one building. (Bylaw 1991)
- 8.5 Each plumbing system to be constructed on a site requires a separate plumbing permit for each building and shall be assessed a separate plumbing permit fee determined in accordance with Schedule B to this bylaw. (Bylaw 1991)
- 8.6 *Deleted.* (Bylaw 1991)

9. APPLICATIONS FOR COMPLEX BUILDINGS

- 9.1 An application for a building permit with respect to a *complex building* shall;
 - 9.1.1 be signed by the *owner* or *agent* or a signing officer if the *owner* is a corporation, and the *coordinating registered professional*;
 - 9.1.2 be accompanied by the *owner's* acknowledgment of responsibility and undertakings made in the form attached as Schedule C to this bylaw, signed by the *owner*, or a signing officer if the *owner* is a corporation;
 - 9.1.3 include a copy of a title search made within 30 days of the date of the application;
 - 9.1.4 include the *owner's* estimate of the value of construction for the purpose of calculating the building permit fee, which shall be the estimate of the *owner's* registered professional or, at the *owner's* option, the estimate of a qualified quantity surveyor; (Bylaw 1991)
 - 9.1.5 include a site plan showing:
 - 9.1.5.1 the bearing and dimensions of the parcel taken from the registered subdivision plan;
 - 9.1.5.2 the legal description and civic address of the parcel;
 - 9.1.5.3 the location and dimensions of all statutory rights of way, easements and setback requirements;

- 9.1.5.4 the location and dimensions of all existing and proposed *buildings* or *structures* on the parcel;
- 9.1.5.5 setbacks to the natural boundary of any lake, swamp, pond or watercourse where the Resort Municipality of Whistler's land use regulations establish siting requirements related to flooding;
- 9.1.5.6 the existing and finished ground levels to an established datum at or adjacent to the site and the geodetic elevation of the underside of the floor system of a building or *structure* where the Resort Municipality of Whistler's land use regulations establish siting requirements related to minimum floor elevation; and
- 9.1.5.7 the location, dimensions and gradient of parking and driveway access;
- 9.1.5.8 the *building official* may waive the requirements for a site plan, in whole or in part, where the permit is sought for the alteration of an existing building or *structure*.
- 9.1.6 include floor plans showing the dimensions and uses of all areas: 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 systems including *plumbing fixtures*; structural elements; and stair dimensions.
- 9.1.7 include a cross section through the building or *structure* illustrating foundations, drainage, ceiling heights and construction systems;
- 9.1.8 include elevations of all sides of the building or *structure* showing finish details, roof slopes, windows, doors and finished grade;
- 9.1.9 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*.
- 9.1.10 include copies of approvals required under any enactment relating to health or safety, including, without limitation, sewage disposal permits, highway access permits and Ministry of Health approval.
- 9.1.11 a include a letter of assurance in the form of Schedule A as referred to in section 2.6 of the *Building Code*, signed by the *owner*, or a signing officer if the *owner* is a corporation, and the *coordinating registered professional*.
- 9.1.12 include letters of assurance in the form of schedules B-1 and B-2 as referred to in section 2.6 of Part 2 of the *Building Code*, 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 or *structure*;
- 9.1.13 include two sets of drawings at a suitable scale of the design but not less than 1/8 inch to the foot prepared by each registered professional and including information set out in sections 9.1.5 through 9.1.8 of this bylaw;
- 9.2 In addition to the requirements of section 9.1 of this bylaw, the following may be required by a *building official* to be submitted with a building permit application for the construction of a *complex building* or *structure* or where siting circumstances warrant:

- 9.2.1 site servicing drawings, including sufficient detail of off-site services to indicate locations in relation to property lines, prepared and sealed by a registered professional, in accordance with standards set out in the Resort Municipality of Whistler's subdivision servicing bylaw;
 - 9.2.2 a section through the site showing grades, *buildings*, *structures*, parking areas and driveways;
 - 9.2.3 any other information required to establish substantial compliance with this bylaw, the *Building Code* and other bylaws and enactments relating to the building or *structure*.
- 9.3 An application for a plumbing permit with respect to a *complex building* shall;
- 9.3.1 be signed by the *owner*, or a signing officer if the *owner* is a corporation, and the plumbing contractor.

10. APPLICATIONS FOR STANDARD BUILDINGS

- 10.1 An application for a building permit with respect to a *standard building* shall;
- 10.1.1 be signed by the *owner* or his or her *agent*, or a signing officer if the *owner* is a corporation.
 - 10.1.2 be accompanied by the *owner's* acknowledgment of responsibility and undertakings made in the form attached as Schedule C to this bylaw, signed by the *owner*, or a signing officer if the *owner* is a corporation;
 - 10.1.3 include a copy of a title search made within 30 days of the date of the application;
 - 10.1.4 include the *owner's* estimate of the value of construction for the purpose of calculating the building permit fee, which may be the *owner's* own estimate, the estimate of the *owner's* registered professional if a registered professional has prepared the building design, or the estimate of a qualified quantity surveyor; (Bylaw 1991)
 - 10.1.5 include a site plan showing:
 - 10.1.5.1 the bearing and dimensions of the parcel taken from the registered subdivision plan;
 - 10.1.5.2 the legal description and civic address of the parcel;
 - 10.1.5.3 the location and dimensions of all statutory rights of way, easements and setback requirements;
 - 10.1.5.4 the location and dimensions of all existing and proposed *buildings* or *structures* on the parcel;
 - 10.1.5.5 setbacks to the natural boundary of any lake, swamp, pond or watercourse where the Resort Municipality of Whistler's land use regulations establish siting requirements related to flooding;
 - 10.1.5.6 the existing and finished ground levels to an established datum at or adjacent to the site and the geodetic elevation of the underside of the floor system of a building or *structure* where the Resort Municipality of Whistler's land use regulations establish siting requirements related to minimum floor elevation; and
 - 10.1.5.7 the location, dimensions and gradient of parking and driveway access;
 - 10.1.6 the *building official* may waive the requirements for a site plan, in whole or in

part, where the permit is sought for the alteration of an existing building or *structure*.

- 10.1.7 include floor plans showing the dimensions and uses of all areas: 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*; structural elements; and stair dimensions.
- 10.1.8 include a cross section through the building or *structure* illustrating foundations, drainage, ceiling heights and construction systems;
- 10.1.9 include elevations of all four aspects of the building or *structure* showing finish details, roof slopes, windows, doors and finished grade;
- 10.1.10 include a roof plan and roof height calculations;
- 10.1.11 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.
- 10.1.12 include copies of approvals required under any enactment relating to health or safety, including, without limitation, sewage disposal permits, highway access permits and Ministry of Health approval.
- 10.1.13 include structural design including foundation design prepared by a registered professional in accordance with Part 4 of the Building Code accompanied by letters of assurance in the form of schedules B-1 and B-2 as referred to in section 2.6 of Part 2 of the Building Code, signed by the registered professional.
- 10.1.14 the requirements of section 10.1.12 of this bylaw may be waived by a *building official* in circumstances where the *owner* has provided the *building official* with evidence that a building or *structure* is not subject to snow loads.
- 10.1.15 include two sets of drawings at a suitable scale of the design prepared by each registered professional and including information set out in sections 10.1.6 through 10.1.10 and section 10.1.12 of this bylaw;
- 10.2 In addition to the requirements of section 10.1 of this bylaw, the following may be required by a *building official* to be submitted with a building permit application for the construction of a *standard building* where the project involves two or more *buildings*, which in the aggregate building area total more than 1000 square meters, or two or more *buildings* that will contain four or more dwelling units, or otherwise where the complexity of the proposed *building* or *structure* or siting circumstances warrant: (Bylaw 1911)
 - 10.2.1 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 Resort Municipality of Whistler's subdivision servicing bylaw;
 - 10.2.2 a section through the site showing grades, *buildings*, *structures*, parking areas and driveways;
 - 10.2.3 structural, electrical, mechanical or fire suppression drawings prepared and sealed by a registered professional;
 - 10.2.4 letters of assurance in the form of schedules B-1 and B-2 as referred to in section 2.6 of Part 2 of the Building Code, each signed by such registered professionals as the *building official* or Building Code may require;
 - 10.2.5 any other information required by the *building official* or the Building Code to establish substantial compliance with this bylaw, the Building Code and other bylaws and enactments relating to the building or *structure*.

11. PROFESSIONAL PLAN CERTIFICATION

- 11.1 The letters of assurance in the form of schedules B-1 and B-2 referred to in section 2.6 of Part 2 of the Building Code and provided pursuant to sections 9.1.10, 9.1.11, 10.1.12, and 10.2.4 and 15.1 of this bylaw are relied upon by the Resort Municipality of Whistler and its *building officials* as certification that the design and plans to which the letters of assurance relate comply with the Building Code and other applicable enactments respecting safety.
- 11.2 A building permit issued for the construction of a *complex building*, or for a *standard building* for which a *building official* required registered professional design pursuant to section 15.1 of this bylaw and letters of assurance pursuant to section 10.2.4 of this bylaw shall be in the form of Schedule D to this bylaw.
- 11.3 A building permit issued pursuant to section 11.2 of this bylaw shall include a notice to the *owner* that the building permit is issued in reliance upon the certification of the registered professionals that the design and plans submitted in support of the application for the building permit comply with the Building Code and other applicable enactments relating to safety.
- 11.4 When a building permit is issued in accordance with section 11.2 of this bylaw the permit fee shall be reduced by 5% of the fees payable pursuant to Schedule B to this bylaw, up to a maximum reduction of \$500.00 (five hundred dollars).

12. FEES AND CHARGES

- 12.1 In addition to applicable fees and charges required under other bylaws, a permit fee, calculated in accordance with Schedule B to this bylaw, shall be paid in full upon issuance of any permit under this bylaw.
- 12.2 An application made for a building permit shall be accompanied by the appropriate plan processing fee as set out in Schedule B to this bylaw.
 - 12.2.1 The plan processing fee is non-refundable and shall be credited against the building permit fee at the time of permit issuance.
 - 12.2.2 An application shall be cancelled and the plan processing fee forfeited if: (Bylaw 1911)
 - 12.2.2.1 the building permit has not been issued and the permit fee paid within 180 days of date of written notification to the *owner* or the *owner's agent* that the permit is ready for issuance; (Bylaw 1911)
 - 12.2.2.2 the *owner* or *owner's agent* has been requested to provide additional information to complete the application in accordance with section 9 or section 10 of this bylaw or the *Building Code*, and the requested information has not been provided within the time indicated by the *building official* in requesting the additional information; or (Bylaw 1911)
 - 12.2.2.3 the *owner* or *owner's agent* advises the Resort Municipality of Whistler in writing that the applicant wishes to abandon the application. (Bylaw 1911)
 - 12.2.3 When an application is cancelled the plans and related documents submitted with the application may be destroyed.
 - 12.2.4 12.2.4 Plan processing fees do not apply to permits other than building permits.
- 12.3 The *owner* may obtain a refund of the permit fees set out under Schedule B to this bylaw when a permit is surrendered and cancelled before any construction begins provided:
 - 12.3.1 the refund shall not include the plan processing fee paid pursuant to section 12.2

of this bylaw;

- 12.3.2 the refund shall be 90% of the balance of the permit fee calculated in accordance with Schedule B to this bylaw after deducting the fee set out under section 12.2 of this bylaw;
- 12.3.3 no refund shall be made where construction has begun or an inspection has been made.
- 12.4 Where, due to noncompliance with the provisions of this bylaw, more than two inspections are necessary when one inspection is normally required, for each inspection after the second inspection, an inspection charge as set out in Schedule B to this bylaw shall be paid prior to additional inspections being performed.
- 12.5 For a required permit inspection requested to be done after the hours during which the offices of the Resort Municipality of Whistler are normally open, an inspection charge as set out in Schedule B to this bylaw shall be payable based on the time actually spent in making such inspection, including any traveling time and any administrative costs associated with the inspection.
- 12.6 An inspection charge as set out in Schedule B to this bylaw shall be payable in advance for a voluntary inspection to establish compliance of or to obtain a written report on the status of an existing building or *structure*.
- 12.7 Fees for miscellaneous services related to the administration of this bylaw and related enactments shall be charged at an hourly rate in accordance with charges as set out in Schedule B to this bylaw.
- 12.8 Where the proposed work includes excavation or construction on lands within 10 meters of a municipal roadway, sewer, drain, water main or other municipal work, the applicant shall pay to the Resort Municipality of Whistler the highway use, clearing and inspection fee set out in Schedule B to this bylaw. (Bylaw 1991)
- 12.9 An applicant shall ensure that the construction authorized by a building permit is carried out in such a manner as to minimize damage to any municipal roadway, sewer, drain, water main or other municipal work, and shall clear from the municipal roadway on at least a daily basis all soil and similar material that may accumulate due to construction activity and interfere with the use of the highway. (Bylaw 1991)
- 12.10 An applicant may apply to the Resort Municipality of Whistler for refund of a fee paid under section 12.8 upon completion of the construction authorized by the building permit, or upon cancellation of the building permit without construction having commenced, but no such application may be made later than two years following the date of issuance of the building permit. The application shall be in the form prescribed for that purpose by a *building official*, and the Resort Municipality of Whistler shall refund the fee, less a \$58.78 inspection charge, if a *building official* has inspected the municipal roadway, sewer, drain, water main or other municipal works and is satisfied that the applicant has not caused any damage to the municipal works and has cleared and restored the highway such that all evidence of construction activity has been removed. (Bylaw 1991)
- 12.11 If a *building official* is not satisfied that the applicant has caused no damage to municipal works and cleared and restored the highway, the Resort Municipality of Whistler may also retain such portion of the fee paid under section 12.8 as may correspond to the cost to the Resort Municipality of Whistler to repair the damage or clear or restore the highway, and refund the balance to the applicant. (Bylaw 1991)
- 12.12 If a *building official* determines that the fee paid by the applicant, less the inspection charge, is insufficient to pay the cost to the Resort Municipality of Whistler repairing damage to municipal works or clearing and restoring the highway, the permit holder shall pay the balance of the cost to the Resort Municipality of Whistler within 30 days of

receipt of an invoice for such costs, and a *building official* may withhold any occupancy permit in respect of the construction authorized by the permit if the damage remains unrepaired so as to create a health or safety hazard. (Bylaw 1991)

- 12.13 The payment of a fee under this section does not entitle an applicant or any other person to use or occupy any highway of the Resort Municipality of Whistler with any temporary or permanent *structure*, but the applicant may use the highway immediately abutting the construction site for the unloading of vehicles associated with the construction activity and for the temporary placement of construction materials, but not the storage of materials or for the parking of vehicles other than such parking as is generally permitted by the bylaws of the Resort Municipality of Whistler. (Bylaw 1991)

13. BUILDING PERMITS

13.1 When:

- 13.1.1 a completed application including all required supporting documentation has been submitted;
- 13.1.2 the *owner* has signed the form attached as Schedule C to this bylaw acknowledging and accepting his or her responsibilities in accordance with sections 9.1.2 and 10.1.2 of this bylaw.
- 13.1.3 the proposed work set out in the application substantially conforms with the *Building Code*, this bylaw and all other applicable bylaws and statutes;
- 13.1.4 the *owner* or his or her *agent* has paid all applicable fees prescribed in accordance with section 12.1 of this bylaw and deposited the security prescribed in accordance with section 12.8 of this bylaw;
- 13.1.5 the *owner* or his or her *agent* has paid all charges and met all requirements imposed by any other enactment or bylaw;
- 13.1.6 no enactment, covenant, agreement or regulation in favour or, or regulation of, the Resort Municipality of Whistler authorizes a permit to be withheld;
- 13.1.7 the *owner* has retained a professional engineer or geoscientist if required by the provisions of the Engineers and Geoscientists Act;
- 13.1.8 the *owner* has retained an architect if required by the provisions of the Architects Act;

a *building official* shall issue the permit for which the application is made.

- 13.2 When the application is in respect of a new building that includes, or will include, a residential occupancy, the building permit shall not be issued unless the *owner* provides evidence pursuant to section 30 (1) of the *Homeowner Protection Act* that the proposed building:

13.2.1 is covered by home warranty insurance, and

13.2.2 the constructor is a licensed residential builder.

- 13.3 Section 13.2 of this bylaw does not apply if the *owner* is not required to be licensed and to obtain home warranty insurance in accordance with sections 20 (1) or 30 (1) of the *Homeowner Protection Act*.

- 13.4 Every permit is issued upon the condition that the permit shall expire and the rights of the *owner* under the permit shall terminate if:
- 13.4.1 the work authorized by the permit is not commenced within 12 months from the date of issuance of the permit; or
- 13.4.2 work is discontinued for a period of 12 months.
- 13.5 A *building official* may extend the period of time set out under sections 13.4.1 and 13.4.2 of this bylaw where construction has not been commenced or where construction has been discontinued due to adverse weather, strikes, material or labour shortages or similar hardship beyond the *owner's* control.
- 13.6 When a permit has expired before the works encompassed in the scope of the permit have been completed and an occupancy permit has not been issued the *owner* shall obtain a new permit to complete the work. (Bylaw 1911)
- 13.7 A *building official* may issue an excavation permit in the form of Schedule F to this bylaw as a portion of a building permit prior to the issuance of a building permit.
- 13.8 A *building official* may issue an foundation permit in the form of Schedule G to this bylaw as a portion of a building permit prior to the issuance of a building permit.
- 13.9 A *building official* may issue a building permit for a portion of a building or *structure* before the plans and specifications for the entire building or *structure* have been accepted, provided sufficient information has been provided to the Resort Municipality of Whistler to demonstrate to the *building official* that the portion authorized to be constructed substantially complies with this and other applicable bylaws and the permit fee applicable to that portion of the building or *structure* has been paid. The issuance of the permit notwithstanding, the requirements of this bylaw 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.
- 13.10 When a site has been excavated under an excavation permit issued under section 13.7 of this bylaw or a foundation has been constructed for a foundation permit issued under section 13.8 of this bylaw and a building permit is subsequently not issued or an existing building permit has expired in accordance with the requirements of section 13.4 of this bylaw, but without construction of the building or *structure* for which the building permit was issued having commenced, the *owner* shall remove any work and fill in the excavation and restore the original gradients of the site within 60 days of being served notice by the Resort Municipality of Whistler to do so.

14. DISCLAIMER OF WARRANTY OR REPRESENTATION

- 14.1 Neither the issuance of a permit under this bylaw, the review and acceptance of the drawings, plans and specifications, nor inspections made by a *building official*, shall constitute a representation or warranty that the Building Code or this bylaw have been complied with or that the building or *structure* meet any standard of materials and workmanship, and no person shall rely on any of those acts as establishing compliance with the Building Code or this bylaw or any standard of construction.

15. PROFESSIONAL DESIGN AND FIELD REVIEW

- 15.1 When a *building official* considers that the site conditions, size or complexity of a development or an aspect of a development warrant, he or she may require registered professional design and plan certification and field review in the form of schedules B-1,

B-2 , C-A (where applicable) and C-B referred to in section 2.6 of Part 2 of the *Building Code*.

- 15.2 Prior to the issuance of an occupancy permit for a *complex building* or *standard building* in circumstances where letters of assurance have been required in accordance with sections 9.1.10, 9.1.11, 10.1.12, 10.2.4 or 15.1 of this bylaw, the *owner* shall provide the Resort Municipality of Whistler with letters of assurance in the form of schedules C-A or C-B, as appropriate, referred to in section 2.6 of Part 2 of the *Building Code* or, where applicable, Schedule H to this bylaw for the assurance of professional design and field review for site servicing.
- 15.3 When a registered professional provides letters of assurance in accordance with sections 9.1.10, 9.1.11, 10.1.12, 10.2.4 or 15.1 of this bylaw, he or she shall also provide proof of insurance to the *building official*.

16. RESPONSIBILITIES OF THE OWNER

- 16.1 Every *owner* shall ensure that all construction complies with the Building Code, this bylaw and other applicable enactments respecting safety.
- 16.2 *Deleted.* (Bylaw 1991)
- 16.3 Every *owner* to whom a permit is issued or the *owner's agent* shall, during construction:
- 16.3.1 post and maintain the permit in a conspicuous place on the property in respect of which the permit is issued;
 - 16.3.2 keep a copy of the building permit plans and specifications on the property and make them available when requested to so by the *building official*; and
 - 16.3.3 post the civic address on the property in a location visible from any adjoining street.

17. INSPECTIONS

- 17.1 When a registered professional provides letters of assurance in accordance with sections 9.1.10, 9.1.11 or 15.1 of this bylaw, the Resort Municipality of Whistler will rely solely on field reviews undertaken by the registered professional and the letters of assurance submitted pursuant to section 15.2 of this bylaw as assurance that the construction substantially conforms to the design and that the construction substantially complies with the Building Code, this bylaw and other applicable enactments respecting safety.
- 17.2 Notwithstanding section 17.1 of this bylaw, 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, to monitor the field reviews undertaken by the registered professionals and may issue advisory notices to the registered professional providing information pertaining to the status of their field reviews.
- 17.3 A *building official* may attend periodically at the site of the construction of standard *buildings* or *structures* to ascertain whether the *health and safety aspects of the work* are being carried out in substantial conformance with the those portions of the Building Code, this bylaw and other applicable enactments respecting safety.
- 17.4 The *owner* or his *agent* shall give not less than 48 hours notice, exclusive of Saturdays,

Sundays and statutory holidays, to the Resort Municipality of Whistler when requesting an inspection and shall obtain an inspection and receive a *building official's* acceptance of the following aspects of the work prior to concealing it:

- 17.4.1 potable water service, sanitary service and storm service is installed;
- 17.4.2 foundation forms excluding the structural aspects of the foundation;
- 17.4.3 perimeter drain tiles and damp-proofing, prior to backfilling;
- 17.4.4 preparation of ground, including ground cover, when required, is complete and prior to the placing of a concrete slab;
- 17.4.5 factory built chimneys and fireplaces and solid fuel burning appliances are roughed-in;
- 17.4.6 masonry chimneys and fireplaces when;
 - 17.4.6.1 the smoke chamber is complete but before the chimney is constructed;
 - 17.4.6.2 the chimney is roughed-in;
- 17.4.7 framing and sheathing, excluding the structural aspects, is complete;
- 17.4.8 any underground plumbing is installed and tested;
- 17.4.9 plumbing system rough-in and test;
- 17.4.10 bathtubs, showers and site constructed shower pans and test;
- 17.4.11 insulation and vapour barrier are installed;
- 17.4.12 completed fireplaces and solid fuel burning appliances;
- 17.4.13 *plumbing fixtures*;
- 17.4.14 substantial completion of the building or *structure* or part of the building or *structure* for occupancy, but before occupancy takes place of the whole or a part of the building or *structure*.

18. OCCUPANCY PERMITS

- 18.1 No *owner* shall occupy or permit others to occupy a building or part of a building or *structure* until an occupancy permit has been issued in the form of Schedule I to this bylaw for complex *buildings* and in the form of Schedule J to this bylaw for standard *buildings*.
- 18.2 An occupancy permit shall not be issued by a *building official* unless:
 - 18.2.1 all letters of assurance have been submitted when required in accordance with sections 9.1.10, 9.1.11, 10.1.12, 10.2.4, 15.1 and 15.2 of this bylaw.
 - 18.2.2 all aspects of the work requiring inspection and acceptance pursuant to section 17.4 of this bylaw have both been inspected and accepted or the inspections and

acceptance are not required in accordance with section 17.1 of this bylaw.

- 18.3 A *building official* may issue an occupancy permit for a part of a building or *structure* when the part of the building or *structure* is self-contained, provided with essential services, and the requirements set out in section 18.2 of this bylaw have **been met with respect to it**.

19. RETAINING STRUCTURES

- 19.1 A registered professional shall undertake the design and conduct field reviews of the construction of a retaining *structure* greater than 1.5 metres in height. Sealed copies of the design plan and field review reports prepared by the registered professional for all retaining *structures* greater than 1.5 metres in height shall be submitted to a *building official* prior to acceptance of the works.

20. PERMITS

- 20.1 A building permit for a *standard building*, building permit for a *complex building*, demolition permit, moving permit or plumbing permit shall be in the form of Schedule D to this bylaw.
- 20.2 An excavation permit shall be in the form of Schedule F to this bylaw.
- 20.3 A foundation permit shall be in the form of Schedule G to this bylaw.
- 20.4 A fireplace and chimney permit shall be in the form of Schedule K to this bylaw.

21. PENALTIES AND ENFORCEMENT

- 21.1 Every person who contravenes any provision of this bylaw commits an offense punishable on summary conviction and shall be liable to a fine of not more than \$10,000.00 (ten thousand dollars) or to imprisonment for not more than 6 months.
- 21.2 Every person who fails to comply with an order or notice issued by a *building official*, or who allows a violation of this bylaw to continue, contravenes this bylaw.
- 21.3 A *building official* may order the cessation of any work that is proceeding in contravention of the *Building Code* or this bylaw by posting a Stop Work notice in the form attached as Schedule L to this bylaw.
- 21.4 The *owner* of property or the portion of the property on which a Stop Work notice has been posted shall ensure that any construction regulated by this bylaw that is the subject of the Stop Work notice cease immediately and not resume until all applicable provisions of this bylaw have been substantially complied with and the Stop Work notice has been rescinded in writing by a *building official*.
- 21.5 Where a person occupies a building or *structure* or part of a building or *structure* in contravention of section 6.2 of this bylaw a *building official* may post a Do Not Occupy notice in the form attached as Schedule M to this bylaw on the affected part of the building or *structure*.
- 21.6 The *owner* of property or a portion of a property on which a Do Not Occupy notice has been posted shall ensure that the occupancy of the building or *structure* or the portion of the building or *structure* ceases immediately and that no further occupancy takes place until all applicable provisions of the *Building Code* and this bylaw have been

substantially complied with and the Do Not Occupy notice has been rescinded in writing by a *building official*.

- 21.7 Every *owner* who commences work or permits any person to commence work requiring a permit in accordance with this bylaw without first obtaining such permit shall, if a Stop Work notice has been issued by a *building official*, pay double the permits fees set out in Schedule B to this bylaw provided that the additional permit fee shall not be more than \$2000 or less than \$500. (Bylaw 1991)

22. CLIMATIC DATA

- 22.1 Climatic data for the design of a *building* or *structure* in the Resort Municipality of Whistler shall be as issued by a *building official* from time to time pursuant to section 1.1.3 of the *Building Code*. (Bylaw 1911)

23. SEISMIC DATA

- 23.1 Seismic data for the design of a *building* or *structure* in the Resort Municipality of Whistler shall be as issued by a *building official* from time to time pursuant to section 1.1.3 of the *Building Code*. (Bylaw 1911)

24. SWIMMING POOLS

- 24.1 Except as prescribed in section 24.2 of this bylaw, every *structure* designed or constructed as a private swimming pool, wading pool, hot tub or spa having a depth greater than 0.75 metres at any point shall be surrounded by an enclosure not less than 1.25 metres in height. The enclosure shall be constructed surrounding the pool or pond in such a manner as to substantially render the pool or pond secure from unauthorized entry. All openings in the enclosure surrounding a pool or pond shall be in the form of a gate operated by a spring loaded hinge and latch mounted on the inside of the gate.
- 24.2 Public pools and hot tubs and spas less than 2.75 metres in horizontal dimension are exempted from the requirements of section 24.1 of this bylaw.

25. SITE SERVICES

- 25.1 The minimum depth of bury for water services shall be 1.8 metres unless the *owner* provides the *building official* with evidence that a lesser depth will not increase the risk of freezing.
- 25.2 The minimum depth of bury for sanitary sewer and storm drain services shall be 1.2 metres unless the *owner* provides the *building official* with evidence that a lesser depth will not increase the risk of freezing.
- 25.3 When required by a *building official*, the *owner* or the *owner's agent* shall submit to the *building official* a record drawing showing the installation of potable water service, sanitary sewer service and storm drain service installations. The drawing shall indicate sizes and type of material, all fittings and references for cleanouts triangulated to substantially permanent landmarks such as building foundations, hydro kiosks and the like.

26. SURVEYOR'S OR SITE IMPROVEMENT CERTIFICATES

- 26.1 Prior to the placing of concrete in forms for the foundations for a building or *structure* a *building official* may require that the location of the forms in relation to Land Title Office plans and B.C.L.S. monuments property lines, easements, or right of ways be

established by a B.C.L.S. or a certified member of the Applied Science Technologists and Technicians of British Columbia who is registered in site improvement surveys (RSIS).

26.2 Prior to the occupancy of a building or *structure* a *building official* may require that the location of the foundations in relation to Land Title Office plans and B.C.L.S. monuments property lines, easements, or right of ways be established by a B.C.L.S. or a certified member of the Applied Science Technologists and Technicians of British Columbia who is registered in site improvement surveys (RSIS).

26.3 The site improvement surveys required in sections 26.1 and 26.2 of this bylaw shall show:

26.3.1 the shortest distances from the outer surfaces of the foundations of the building or *structure* on the property to the adjacent property lines, easements, or right of ways; and

26.3.2 the elevation of the applicable aspect of the floor system in relation to a flood reference, where the Resort Municipality of Whistler's land use regulations establish siting requirements related to flooding.

27. *Deleted.* (Bylaw 1991)

28. SEVERABILITY

The provisions of this bylaw are severable and the invalidity of any part of this bylaw shall not affect the validity of the remainder of this bylaw.

29. SCHEDULES

Schedules A to M attached to this bylaw form a part of this bylaw.

30. REPEAL

Resort Municipality of Whistler Building Regulation Bylaw No. 1456, 2000 and Resort Municipality of Whistler Plumbing Regulation Bylaw No. 1462, 2000 are repealed.

TABLE OF SCHEDULES

TO

BUILDING AND PLUMBING REGULATION BYLAW NO. 1617, 2002

SCHEDULE A	Owner's Authorization of Agent
SCHEDULE B	Building and Plumbing Permit Fees
SCHEDULE C	Acknowledgement of Owner or Owner's Agent
SCHEDULE D	Building, Moving, Demolition and Plumbing Permit
SCHEDULE E	Damage Deposit
SCHEDULE F	Excavation Permit
SCHEDULE G	Foundation Permit
SCHEDULE H – Part 1	Assurance of Professional Design andCommitment for Field Review
SCHEDULE H – Part 2	Assurance of Professional Field Review and Compliance of Site Servicing
SCHEDULE I	Occupancy Permit for a Complex Building
SCHEDULE J	Occupancy Permit for a Standard Building
SCHEDULE K	Fireplace and Chimney Permit
SCHEDULE L	Stop Work Notice
SCHEDULE M	Do Not Occupy Notice

**OWNER'S AUTHORIZATION OF AGENT**

The undersigned registered owner of land in the Resort Municipality of Whistler

legally described as

PROPERTY LEGAL DESCRIPTION

and having a civic address of

PROPERTY CIVIC ADDRESS

hereby authorizes

NAME OF AGENT

to:

1. apply for and obtain as my agent a building permit in respect of the land from the Resort Municipality of Whistler under the provisions of Building and Plumbing Regulation Bylaw No. 1617, 2002;
2. provide to the Resort Municipality as my agent all information and documents required by the bylaw for such an application;
3. execute and deliver to the Resort Municipality of Whistler, as my agent, the document entitled 'Acknowledgement of Owner or Owner's Agent' in the form of Schedule C to Building and Plumbing Regulation Bylaw No. 1617, 2002.

OWNER NAME* (PLEASE PRINT)

OWNER SIGNATURE

SIGNED THIS _____ DAY OF _____ 2003.

PLEASE LIST ALL OWNERS IF PROPERTY HAS MORE THAN ONE OWNER:

OWNER NAME (PLEASE PRINT)

OWNER SIGNATURE

SIGNED THIS _____ DAY OF _____ 2003.

OWNER NAME (PLEASE PRINT)

OWNER SIGNATURE

SIGNED THIS _____ DAY OF _____ 2003.

OWNER NAME (PLEASE PRINT)

OWNER SIGNATURE

SIGNED THIS _____ DAY OF _____ 2003.

OWNER NAME (PLEASE PRINT)

OWNER SIGNATURE

SIGNED THIS _____ DAY OF _____ 2003.

*If owner is a company, please use table on page over.



WHISTLER

OWNER'S AUTHORIZATION OF AGENT

Page 2

PLEASE COMPLETE THE FOLLOWING IF THE OWNER IS A COMPANY:

COMPANY NAME

LIMITED NO.

NAME OF SIGNING OFFICER (PLEASE PRINT)

SIGNATURE OF SIGNING OFFICER

SIGNED THIS _____ DAY OF _____ 2003.

NAME OF SIGNING OFFICER (PLEASE PRINT)

SIGNATURE OF SIGNING OFFICER

SIGNED THIS _____ DAY OF _____ 2003.

NAME OF SIGNING OFFICER (PLEASE PRINT)

SIGNATURE OF SIGNING OFFICER

SIGNED THIS _____ DAY OF _____ 2003.

SCHEDULE B
Building and Plumbing Regulation Bylaw No. 1617, 2002

VALUE OF CONSTRUCTION

The value of construction for a building or structure is the value of construction declared by the applicant on the building permit application or, if the Resort Municipality of Whistler is of the view that the construction value declared by the applicant is not accurate, the value based on the current edition of the Marshall and Swift Residential Cost Handbook, Marshall Valuation Service or other current valuation tables reasonably appropriate to the type of construction involved.

BUILDING PERMIT FEES

Using the value of construction building permit fees are calculated according to TABLE 1 below.

Where the Resort Municipality of Whistler requires a professional plan certification, a discount of 5% of the building permit fee as calculated in TABLE 1 will apply, up to a maximum reduction of \$500.00.

Where work requiring a building permit in accordance with this bylaw has been started without first obtaining such a permit, the permits fees as calculated in TABLE 1 will be doubled provided that the additional permit fee shall not be more than \$2000 or less than \$500.

Table 1

Up to \$20,000				\$11.70 per \$1000 or part thereof, minimum fee of \$80.90
\$20,001 \$50,000	\$234.00	plus	\$10.48	per \$1000 or part thereof over \$20,000
\$50,001 \$100,000	\$548.40	plus	\$9.78	per \$1000 or part thereof over \$50,000
\$100,001 \$1,000,000	\$1,037.40	plus	\$8.18	per \$1000 or part thereof over \$100,000
\$1,000,001 and up	\$8,399.40	plus	\$7.74	per \$1000 or part thereof over \$1,000,000

In addition, the following charges may apply for archiving, fire suppression systems and site servicing:

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.

Fire suppression System:

\$159.90 per sprinkler system.

Site Servicing Inspections Fees:

\$39.99 for the first 30 meters of potable water, sanitary sewer and storm drain services.

\$15.99 for each additional 30 meters of potable water, sanitary sewer and storm drain services.

\$39.99 for each 100 meters of drain tile.

PLUMBING PERMIT FEES

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

Where work requiring a permit in accordance with this bylaw has been started without first obtaining such a permit, the plumbing permit fees as calculated according to Table 2 will be doubled.

For the purposes of this bylaw, plumbing fixtures include:
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 rain water leader.

Table 2

Fixtures/Appliances: \$18.45 per plumbing fixture \$38.43 for each water meter \$38.43 for each sewage pump \$76.87 for each public swimming pool or site constructed whirlpool
Alterations to Existing Piping Systems: \$38.43 for each 30 meters of water, sanitary or storm drain pipe installed
Minimum Fee: A minimum fee of \$76.87 for all plumbing permits

OTHER PERMIT FEES

Demolition Permit:

\$159.90 for each demolition permit.

Fireplace and Chimney Permit:

\$76.42 for each fireplace permit.

Moving Permit:

\$159.90 for each moving permit.

Foundation Permit:

\$459.96 for each foundation permit.

This fee is non-refundable and shall be credited against the building permit fee at the time of issuance.

PLAN PROCESSING FEES

The plan processing fee is non-refundable and is due in whole or in part upon application for a building permit.

To Construct a New One, Two or Three Family Dwelling:

\$459.96 for the first dwelling unit.

\$230.09 for each additional dwelling unit.

To Construct other than a New One, Two or Three Family Dwelling:

25% of the building permit fee.

A minimum fee of \$1,150.43 for multiple residential units.

A minimum fee of \$76.00 for other than multiple residential units.

HIGHWAY USE, CLEARING AND INSPECTION FEE

Residential Buildings per Dwelling Unit:

\$1,500.00 for the first residential unit.

\$1,000.00 for each additional residential unit.

Buildings or Structures other than Residential or for Improvements:

Using the value of construction used to determine the building permit fee, for buildings or structures other than residential or for improvements are as follows:

Table 3

Value of Construction	Fee
up to \$50,000 in value	\$200.00
from \$50,001 to \$100,000	\$500.00
from \$100,001 to \$500,000	\$1,000.00
from \$500,001 to \$1,000,000	\$2,000.00
each additional \$1,000,000	\$1,500.00

BUILDING INSPECTION FEES

More than two inspections are necessary where one inspection is normally required:

\$58.78 for each inspection after the second inspection – to be paid prior to additional inspections being performed.

Required permit inspection requested to be done after normal operating hours of the RMOW:

\$58.78 per hour, billed by the quarter hour and including traveling time. A minimum charge of \$235.14.

Voluntary Inspections:

\$58.78 for each inspection – to be paid prior to additional inspections being performed.

MISCELLANEOUS FEES

Plan Revisions for any existing building permit application or building permit:

\$58.78 per hour, billed by the quarter hour. A minimum charge of \$58.78.

Equivalency Processing for any existing building permit application or building permit:

\$235.14 for each equivalency.

Covenant Preparation (Land Title Office registration fee remains the responsibility of the registered owner):

\$58.78 per hour, billed by the quarter hour. A minimum charge of \$58.78.

Release of Microfilm:

\$100.00 cash security to be deposited upon release of microfilm records of properties to the owner of the same property.

Refundable only upon return of same microfiche within 60 days of release.

Miscellaneous Services:

\$58.78 per hour, billed by the quarter hour, payable upon delivery of services not otherwise mentioned in this schedule.

No minimum fee for services not otherwise mentioned in this schedule or Administrative Fees Bylaw No. 1575, 2004.



WHISTLER

ACKNOWLEDGEMENT OF OWNER OR OWNER'S AGENT

(NOTE: An agent may not apply for or obtain a building permit on behalf of an owner without having provided a written authorization by the owner, in the form provided by the Resort Municipality of Whistler for that purpose.)

I acknowledge that the owner of the land in respect of which this permit is issued is solely responsible for carrying out the work authorized by this permit in accordance with the Building Code and other applicable laws respecting safety.

I acknowledge that the Resort Municipality provides a limited monitoring service in relation to building construction and does not, by accepting or reviewing plans, inspecting construction, monitoring the inspection of construction by others, or issuing building or occupancy permits, make any representation or give any assurance that the construction authorized by this permit complies in every or any respect with the Building Code or any other applicable laws respecting safety.

If the Resort Municipality has so indicated on this permit, I acknowledge that the Resort Municipality has issued the permit in reliance on the certification of a registered professional, engaged by me to provide such a certification, that the plans for the work authorized by the permit comply with the Building Code and other applicable enactments, and that the fee for the permit has been accordingly reduced. I acknowledge that the Resort Municipality, by issuing this permit or any occupancy permit, makes no representations to me or any other person as to any such compliance.

If I am executing this acknowledgement as the agent of the owner, I represent to the Resort Municipality that:

- I am authorized by the owner to receive this permit and make these acknowledgements on the owner's behalf; and
- The owner is aware that the owner is solely responsible for carrying out the work authorized by this permit in accordance with the Building Code and other applicable laws respecting safety.

PROPERTY CIVIC ADDRESS

PERMIT NO.

PROPERTY LEGAL DESCRIPTION

OWNER OR AGENT NAME¹ (PLEASE PRINT)

OWNER OR AGENT SIGNATURE

SIGNED THIS _____ DAY OF _____ 2003.

¹ If more than one owner, please complete page over;
OR, if owner is a company, please complete page over.



ACKNOWLEDGEMENT OF OWNER OR OWNER'S AGENT

Page 2

PLEASE COMPLETE THE FOLLOWING IF PROPERTY HAS MORE THAN ONE OWNER:

1ST

OWNER NAME (PLEASE PRINT)

OWNER SIGNATURE

SIGNED THIS _____ DAY OF _____ 2003.

2ND

OWNER NAME (PLEASE PRINT)

OWNER SIGNATURE

SIGNED THIS _____ DAY OF _____ 2003.

3RD

OWNER NAME (PLEASE PRINT)

OWNER SIGNATURE

SIGNED THIS _____ DAY OF _____ 2003.

4TH

OWNER NAME (PLEASE PRINT)

OWNER SIGNATURE

SIGNED THIS _____ DAY OF _____ 2003.

5TH

OWNER NAME (PLEASE PRINT)

OWNER SIGNATURE

SIGNED THIS _____ DAY OF _____ 2003.

PLEASE COMPLETE THE FOLLOWING IF THE OWNER IS A COMPANY:

COMPANY NAME

LIMITED NO.

NAME OF SIGNING OFFICER (PLEASE PRINT)

SIGNATURE OF SIGNING OFFICER

SIGNED THIS _____ DAY OF _____ 2003.

NAME OF SIGNING OFFICER (PLEASE PRINT)

SIGNATURE OF SIGNING OFFICER

SIGNED THIS _____ DAY OF _____ 2003.

NAME OF SIGNING OFFICER (PLEASE PRINT)

SIGNATURE OF SIGNING OFFICER

SIGNED THIS _____ DAY OF _____ 2003.



RESORT MUNICIPALITY OF WHISTLER

4325 BLACKCOMB WAY, WHISTLER, B.C. CANADA V0N 1B4

Tel: 604-935-8150 Fax: 604-935-8149 Toll Free: 1-866-932-5535

EMAIL: buildingdept@rmow.whistler.bc.ca WEBSITE: www.whistler.com/rmow

Permit #:

Date Printed:

Permit Type: _____

Description: _____

Building Information:

Special Conditions:

- * 48 hours is required to book inspections.
- * Approved plans to be on site for all inspections.
- * Permit will expire 12 months from date of last inspection
- * Permit number must be quoted when booking inspections.

It is understood that this Permit will be subject to full conformance with the Municipality's Building Bylaw and all other Bylaws and that the Municipality has not checked the plans in detail for conformance with the Provincial Building Code; and it is the duty of the owner to make enquiries as to such matters before commencing the works. In consideration of the granting of the Permit, I hereby agree to indemnify and release the Resort Municipality of Whistler against all claims, liabilities, judgements, costs and expenses of whatsoever kind which may in any way accrue against the said Municipality in consequence of, and incidental to, the granting of this Permit, if issued. I further agree to pay the cost of repairing any damage to public works by reason of the building operations in respect of which this Permit is applied for. If the Resort Municipality of Whistler has required Professional Certification in issuing this Permit, the Resort Municipality of Whistler has relied on the applicant's registered professional/s' certification that the plans attached to and forming part of this Permit and constructed pursuant to this Permit comply with the Building Code and other applicable enactments.

Signature of Owner or Agent: _____

Schedule E is deleted by Building and Plumbing Regulations
Amendment Bylaw No. 1991, 2012.

**EXCAVATION PERMIT**

Pursuant to section 13.7 of Building and Plumbing Regulation Bylaw No. 1617, 2002

DATE:

OWNER OR AGENT:

CIVIC ADDRESS:

LEGAL DESCRIPTION:

Pursuant to section 13.7 of Building and Plumbing Regulation Bylaw No. 1617, 2002, permission is granted to:

1. Excavate the site for building foundations/complete geotechnical work.
2. Rough-in vehicular access and off street parking.
3. SITE SERVICING.

NO FORM OF CONSTRUCTION SHALL BE COMMENCED UNTIL A BUILDING PERMIT HAS BEEN ISSUED

It is understood that this Excavation Permit will be subject to full conformance with the Resort Municipality of Whistler Building and Plumbing Regulation Bylaw No. 1617, 2002 and all other bylaws and that no building official or representative of the Resort Municipality of Whistler has checked the plans and/or specifications in detail for conformance with the BC Building Code. It is understood that it is the duty of the owner to make inquiries as to such matters before commencing the works. In consideration of the granting of this Excavation Permit, I hereby agree to indemnify and release the Resort Municipality of Whistler against all claims, liabilities, judgments, costs and expenses of whatsoever kind which may in any way accrue against the said Municipality in consequence of, and incidental to, the granting of this Excavation Permit.

SIGNATURE OF OWNER OR AGENT

SIGNATURE OF BUILDING OFFICIAL

**FOUNDATION PERMIT**

Pursuant to section 13.8 of Building and Plumbing Regulation Bylaw No. 1617, 2002

DATE:

OWNER OR AGENT:

CIVIC ADDRESS:

LEGAL DESCRIPTION:

Pursuant to section 13.8 of Building And Plumbing Regulation Bylaw No. 1617, 2002,
permission is granted to construct a foundation as part of

BUILDING PERMIT NO.

As a condition of issuing this Foundation Permit, the undersigned agrees and accepts that they are proceeding entirely at their own risk.

The undersigned further agrees and accepts that Resort Municipality of Whistler in issuing this Foundation Permit is not implying or in any way representing or warranting that the plans and specifications submitted for the building permit application have been checked in detail for conformance with the applicable regulations including Whistler Zoning Bylaw #303 and the BC Building Code. It is the duty of the owner to make inquiries as to such matters before commencing the works encompassed by this permit.

In consideration of the granting of the foundation permit, I hereby agree to indemnify and release the Resort Municipality of Whistler against any and all claims, liabilities, judgments, costs and expenses of whatsoever kind which may in any way accrue against the said Municipality in consequence of, and incidental to, the granting of this Permit.

SIGNATURE OF OWNER OR AGENT

SIGNATURE OF BUILDING OFFICIAL



ASSURANCE OF PROFESSIONAL DESIGN AND COMMITMENT FOR FIELD REVIEW

*□REGARDING:

Property Civic Address

Permit no.

Property Legal Description

Project description

I hereby give assurance that:

- a) the design of the plans and supporting documents prepared by me in support of the application for the building permit for the site services shown on drawing number(s) _____ dated _____
substantially comply with good engineering practices and other applicable enactments respecting safety except for construction safety aspects.
- b) I undertake to be responsible for *field reviews*[§] of the referenced works during construction.
- c) I agree to submit copies of field inspection reports and a letter of Assurance of Professional Field Review and Compliance of Site Servicing to the Resort Municipality of Whistler at the completion of the works.
- d) I am a *registered professional* as defined in the British Columbia Building Code[~].

* This form must be submitted before issuance of a building permit.

□ In this letter words in italics have the same meaning as in the BC Building Code.

§ BC Building Code defines field reviews to mean those reviews of the work

- a) at a project site of a development to which a building permit relates, and
- b) where applicable, at fabrication locations where components of the works are fabricated for use at the project site.

~ The BC Building Code defines a registered professional as:

- a) a person who is registered or licensed to practise as an architect under the *Architects Act*, or
- b) a person who is registered or licensed to practise as a professional engineer under the *Engineer's and Geoscientists Act*.



- e) I also undertake to notify the *authority having jurisdiction* in writing as soon as possible if my contract for *field review* is terminated at any time during *construction*.

Name of registered professional

Signature of registered professional

Signed this _____ day of _____ 2003 .

(Affix PROFESSIONAL SEAL here)

CONTACT INFORMATION FOR REGISTERED PROFESSIONAL

Address: _____

Telephone: _____

IF THE REGISTERED PROFESSIONAL IS A MEMBER OF A FIRM, COMPLETE THE FOLLOWING:

I am a member of the firm:

print name of firm

and sign this letter on behalf of the firm.



ASSURANCE OF PROFESSIONAL FIELD REVIEW AND COMPLIANCE OF SITE SERVICING

*◇REGARDING:

PROPERTY CIVIC ADDRESS

PERMIT NO.

PROPERTY LEGAL DESCRIPTION

PROJECT DESCRIPTION

I hereby give assurance that:

- a) I have fulfilled my obligations for field review as outlined in the previously submitted "ASSURANCE OF PROFESSIONAL DESIGN AND COMMITMENT FOR FIELD REVIEW for SITE SERVICES", and
- b) The components of the project substantially comply in all material respects with:
 - i) the applicable requirements of good engineering practices and other applicable enactments respecting safety, not including construction safety aspects; and
 - ii) the plans and supporting documents submitted in support of the application for the building permit.
- c) I have enclosed the final design plans and supporting documents prepared by me for this project, and
- d) I am a registered professional as defined in the British Columbia Building Code~.

NAME OF REGISTERED PROFESSIONAL

SIGNATURE OF REGISTERED PROFESSIONAL

SIGNED THIS _____ DAY OF _____ 2003.

(Affix PROFESSIONAL SEAL here)

* This form must be submitted upon completion of the project.

◇ In this letter words in italics have the same meaning as in the BC Building Code.

~ The BC Building Code defines a registered professional as:

- c) a person who is registered or licensed to practise as an architect under the *Architects Act*,
or
- d) a person who is registered or licensed to practise as a professional engineer under the *Engineer's and Geoscientists Act*.



WHISTLER

AND COMPLIANCE OF SITE SERVICING

CONTACT INFORMATION FOR REGISTERED PROFESSIONAL

ADDRESS: _____

TELEPHONE: _____

IF THE *REGISTERED PROFESSIONAL* IS A MEMBER OF A FIRM, COMPLETE THE FOLLOWING:

I am a member of the firm:

PRINT NAME OF FIRM

and sign this letter on behalf of the firm.



OCCUPANCY PERMIT – COMPLEX BUILDING

BUILDING PERMIT No.: _____

CIVIC ADDRESS: _____

OWNER: _____

PROJECT TITLE: _____

☐ ALL WORKS ENCOMPASSED BY THE BUILDING PERMIT

☐ _____
 (PORTION OF THE BUILDING OR STRUCTURE)

NOTE: Where the certificate is issued for other than “all works encompassed by the building permit”, additional inspections and Occupancy Permit(s) are required.

This Occupancy Permit is issued pursuant to section 694(1) of the *Local Government Act* and section 18.2.1 of the Resort Municipality of Whistler Building and Plumbing Regulation Bylaw No. 1617, 2002. This permit confirms that all letters of assurance required in accordance with sections 9.1.10, 9.1.11, 10.1.12, 10.2.4, 15.1 and 15.2 of this bylaw have been submitted to the Resort Municipality of Whistler.

DISCLAIMER OF WARRANTY OR REPRESENTATION

Neither the issuance of a permit under this bylaw, the review and acceptance of the drawings, plans and specifications, nor inspections made by a building official, shall constitute a representation or warranty that the *Building Code* or this bylaw have been complied with or that the *building* or structure meet any standard of materials and workmanship, and no person shall rely on any of those acts as establishing compliance with the *Building Code* or this bylaw or any standard of construction.

SIGNATURE OF BUILDING OFFICIAL

SIGNED THIS _____ DAY OF _____ 2003.



OCCUPANCY PERMIT – STANDARD BUILDING

BUILDING PERMIT No.: _____

CIVIC ADDRESS: _____

OWNER: _____

PROJECT TITLE: _____

☐ ALL WORKS ENCOMPASSED BY THE BUILDING PERMIT☐ _____
(PORTION OF THE BUILDING OR STRUCTURE)

NOTE: Where the certificate is issued for other than “all works encompassed by the building permit”, additional inspections and Occupancy Permit(s) are required.

This Occupancy Permit is issued pursuant to section 694(1) of the *Local Government Act* and section 18.2.1 of the Resort Municipality of Whistler Building and Plumbing Regulation Bylaw No. 1617, 2002. This permit confirms that all aspects of the work requiring inspection and acceptance pursuant to section 17.4 of this bylaw have both been inspected and accepted or the inspections and acceptance are not required in accordance with section 17.1 of this bylaw.

DISCLAIMER OF WARRANTY OR REPRESENTATION

Neither the issuance of a permit under this bylaw, the review and acceptance of the drawings, plans and specifications, nor inspections made by a building official, shall constitute a representation or warranty that the *Building Code* or this bylaw have been complied with or that the *building* or structure meet any standard of materials and workmanship, and no person shall rely on any of those acts as establishing compliance with the *Building Code* or this bylaw or any standard of construction.

SIGNATURE OF BUILDING OFFICIAL

SIGNED THIS _____ DAY OF _____ 2003.



Pursuant to section 8.1.6 of Building and Plumbing Regulation Bylaw No. 1617, 2002

DATE: _____

OWNER OR AGENT: _____

CIVIC ADDRESS: _____

LEGAL DESCRIPTION: _____

Pursuant to section 8.1.6 of Building and Plumbing Regulation Bylaw No. 1617, 2002, permission is granted to install:

- ☐ Masonry Fireplace and Chimney (BCBC 9.22)
- ☐ Factory-Built Fireplace (ULC S610)
- ☐ Fireplace Insert (ULC S628)
- ☐ Wood Stove – Space Heater for Use With Solid Fuels (CAN/ULC B366.2 / S627)
- ☐ 650° Factory-Built Chimney (CAN/ULC S629)
- ☐ OTHER (please specify) _____

In accordance with section 17.4 of Building and Plumbing Regulation Bylaw No. 1617, 2002, the owner or his agent shall give not less than 48 hours notice, exclusive of Saturdays, Sundays and statutory holidays, to the municipality when requesting an inspection and shall obtain an inspection and receive a building official's acceptance of the following aspects of the work prior to concealing it:

- 1) after factory built chimneys and fireplaces or solid fuel burning appliances are roughed-in;
- 2) after masonry chimneys and fireplaces are roughed-in when:
 - i) the smoke chamber is complete but before the chimney is constructed;
 - ii) the chimney is roughed-in; and
 - iii) after the fireplace or solid fuel burning appliance is complete.

DO NOT CONCEAL ANY WORK UNTIL WRITTEN APPROVAL IS RECEIVED FROM THE BUILDING OFFICIAL.

INSTALLATION MANUALS MUST BE ON SITE FOR ALL INSPECTIONS OF SOLID FUEL APPLIANCES.

It is understood that this permit will be subject to full conformance with the Resort Municipality of Whistler Building and Plumbing Regulation Bylaw No. 1617, 2002 and all other bylaws and that the municipality has not checked the plans and/or specifications in detail for conformance with the *Building Code*. It is the duty of the owner to make inquiries as to such matters before commencing the works. In consideration of the granting of the fireplace and chimney permit, I hereby agree to indemnify and release the Resort Municipality of Whistler against all claims, liabilities, judgments, costs and expenses of whatsoever kind which may in any way accrue against the said municipality in consequence of, and incidental to, the granting of this fireplace and chimney permit.

SIGNATURE OF OWNER OR AGENT

SIGNATURE OF BUILDING OFFICIAL

NOTICE

ADDRESS _____

STOP WORK

_____ BYLAW NO. _____
REASON:

THIS NOTICE MUST NOT BE REMOVED WITHOUT APPROVAL OF
THE UNDERSIGNED

DATE _____ INSPECTOR _____



4325 Blackcomb Way, Whistler, B.C. V0N 1B4
Telephone (604) 932-5535
Vancouver Line Direct 688-6018

**RESORT MUNICIPALITY OF WHISTLER**

4381 BLACKCOMB WAY

P.O. BOX 35, B.C. V0N 1B0

TELEPHONE (604) 932-5535

VANCOUVER LINE DIRECT 688-6018

DO NOT OCCUPY

THESE PREMISES UNTIL AN OCCUPANCY PERMIT HAS BEEN ISSUED

ADDRESS _____

DATE _____ BUILDING INSPECTOR _____

THIS NOTICE IS NOT TO BE REMOVED WITHOUT THE APPROVAL OF THE BUILDING INSPECTOR



APPENDIX B

STRATA COMMON PROPERTY REPRESENTATION OF AUTHORITY

PROPERTY CIVIC ADDRESS

STRATA CORPORATION NO.

The undersigned, on behalf of Strata Corporation No. _____ (the “**Strata Corporation**”), in making application (the “**Application**”) for a Building Permit, Development Permit or Development Variance Permit (the “**Permit**”) to alter the Common Property of Strata Plan No. _____, being a Strata Manager (holding a valid license) licensed by the *Real Estate Services Act* as defined by the *Strata Property Act* represents to the Resort Municipality of Whistler (the “**RMOW**”) that we are authorized to submit the Application and apply for and obtain the Permit on behalf of the Strata Corporation and that all appropriate resolutions of the Strata Corporation have been duly passed to authorize the proposed changes or alterations to the Common Property.

In the case where the Strata Corporation is not represented by a licensed Strata Manager the undersigned hereby represent to the RMOW that we are members of the Strata Council duly elected in accordance with the *Strata Property Act*, that we are legally authorized to submit the Application and obtain the Permit on behalf of the Strata Corporation and that all appropriate resolutions of the Strata Corporation have been duly passed to authorize the proposed changes or alterations to the Common Property and the making of this Application.

In making the above representation, the Strata Corporation acknowledges that the RMOW is relying on our representation in accepting the Application and issuing the Permit and the Strata Corporation releases the RMOW from any and all liabilities if the representation is untrue or inaccurate.

PLEASE COMPLETE THE FOLLOWING IF STRATA MANAGEMENT COMPANY IS PROVIDING REPRESENTATION OF AUTHORITY:

STRATA MANAGEMENT COMPANY NAME* (PLEASE PRINT)

STRATA MANAGER NAME* (PLEASE PRINT)

STRATA MANAGER SIGNATURE

SIGNED THIS ____ DAY OF _____ 20____

PLEASE COMPLETE THE TABLE ON PAGE OVER IF STRATA COUNCIL MEMBERS ARE PROVIDING REPRESENTATION OF AUTHORITY.



STRATA COMMON PROPERTY REPRESENTATION OF AUTHORITY

Page 2

PLEASE COMPLETE THE FOLLOWING IF STRATA COUNCIL MEMBERS ARE PROVIDING REPRESENTATION OF AUTHORITY:

COUNCIL MEMBER NAME* (PLEASE PRINT)

STRATA LOT NO: _____

COUNCIL MEMBER SIGNATURE

SIGNED THIS ____ DAY OF _____ 20____

COUNCIL MEMBER NAME* (PLEASE PRINT)

STRATA LOT NO: _____

COUNCIL MEMBER SIGNATURE

SIGNED THIS ____ DAY OF _____ 20____

The Strata Title Act requires that permission from a Strata Corporation be obtained whenever construction affects Common Property. Written approval from the Strata Corporation is required whenever the proposed work involves Common Property or Limited Common Property.

"common property" means

- (a) that part of the land and buildings shown on a strata plan that is not part of a strata lot, and
- (b) pipes, wires, cables, chutes, ducts and other facilities for the passage or provision of water, sewage, drainage, gas, oil, electricity, telephone, radio, television, garbage, heating and cooling systems, or other similar services, if they are located
 - (i) within a floor, wall or ceiling that forms a boundary
 - (A) between a strata lot and another strata lot,
 - (B) between a strata lot and the common property, or
 - (C) between a strata lot or common property and another parcel of land, or
 - (ii) wholly or partially within a strata lot, if they are capable of being and intended to be used in connection with the enjoyment of another strata lot or the common property;

"limited common property" means common property designated for the exclusive use of the owners of one or more strata lots;

**RESORT MUNICIPALITY OF WHISTLER
BUILDING AND PLUMBING REGULATION AMENDMENT BYLAW NO. 2126, 2016**

A BYLAW TO AMEND THE BUILDING AND PLUMBING REGULATION BYLAW NO. 1617, 2002

WHEREAS sections 8(3)(1) and 53(2) of the *Community Charter* authorize the Resort Municipality of Whistler, for the health, safety and protection of persons and property, to regulate, prohibit and impose requirements in relation to buildings and other structures; and

WHEREAS the Council has enacted Building and Plumbing Regulation Bylaw No. 1617, 2002 (the "Building Bylaw") and wishes to amend the Building Bylaw;

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

Title

1. This Bylaw may be cited for all purposes as "Building and Plumbing Regulation Amendment Bylaw No. 2126, 2016".

Amendments

2. Section 2.1 of the Building Bylaw is amended by inserting the following in appropriate alphabetical order:

Common Property has the meaning prescribed in the *Strata Property Act*.
3. Section 9 of the Building Bylaw is amended by inserting the following as section 9.4:

9.4 An application for a building permit under section 9.1 that involves work on common property of a strata corporation shall be accompanied by the consent of the strata corporation in the form of Schedule O to this bylaw.
4. Section 10 of the Building Bylaw is amended by inserting the following as section 10.3:

10.3 An application for a building permit under section 10.1 that involves work on common property of a strata corporation shall be accompanied by the consent of the strata corporation in the form of Schedule O to this bylaw.
5. Section 29 of the Building Bylaw is amended by deleting the letter "M" and replacing it with the letter "O".
6. Schedule B of the Building Bylaw is amended under the heading "BUILDING PERMIT FEES" by inserting after the words "a discount of 5% of the building permit fee as calculated in TABLE 1" the words "or the plumbing permit fee as calculated in TABLE 2".
7. The Building Bylaw is amended by adding as Schedule O the Schedule that is attached and forms part of this bylaw.

GIVEN FIRST READING this __ day of _____, ____.

GIVEN SECOND READING this __ day of _____, ____.

GIVEN THIRD READING this __ day of _____, ____.

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

Nancy Wilhelm-Morden,
Mayor

Laurie-Anne Schimek,
Municipal Clerk

I HEREBY CERTIFY that this is a true
copy of "Building Amendment Bylaw No.
2126, 2016."

Laurie-Anne Schimek,
Municipal Clerk



Schedule O to Bylaw No. 1617, 2002

STRATA COMMON PROPERTY CONSENT – PAGE 1

PROPERTY CIVIC ADDRESS

STRATA CORPORATION NO.

The undersigned, on behalf of Strata Corporation No. _____, in consenting to the application of _____, the owner of Strata Lot No. _____ for a Building Permit to alter the Common Property of Strata Plan No. _____, being a Strata Manager (holding a valid license) licensed under the *Real Estate Services Act*, represents to the Resort Municipality of Whistler that we are authorized to consent to the Application on behalf of the Strata Corporation and that all appropriate resolutions of the Strata Corporation have been duly passed to authorize the proposed changes or alterations to the Common Property.

In the case where the Strata Corporation is not represented by a licensed Strata Manager the undersigned hereby represent to the RMOW that we are members of the Strata Council duly elected in accordance with the *Strata Property Act*, that we are legally authorized to consent to the Application on behalf of the Strata Corporation and that all appropriate resolutions of the Strata Corporation have been duly passed to authorize the proposed changes or alterations to the Common Property.

In making the above representation, the Strata Corporation acknowledges that the RMOW is relying on our representation in accepting the Application and issuing the Permit and the Strata Corporation releases the RMOW from any and all liabilities if the representation is untrue or inaccurate.

PLEASE COMPLETE THE FOLLOWING IF STRATA MANAGEMENT COMPANY IS PROVIDING CONSENT:

STRATA MANAGEMENT COMPANY NAME* (PLEASE PRINT)

STRATA MANAGER NAME* (PLEASE PRINT)

STRATA MANAGER SIGNATURE

SIGNED THIS _____ DAY OF _____ 20____

PLEASE COMPLETE THE TABLE ON PAGE OVER IF STRATA COUNCIL MEMBERS ARE PROVIDING CONSENT.



STRATA COMMON PROPERTY CONSENT – PAGE 2

PLEASE COMPLETE THE FOLLOWING IF STRATA COUNCIL MEMBERS ARE PROVIDING CONSENT:

COUNCIL MEMBER NAME* (PLEASE PRINT)

COUNCIL MEMBER SIGNATURE

STRATA LOT NO: _____

SIGNED THIS _____ DAY OF _____ 20____

COUNCIL MEMBER NAME* (PLEASE PRINT)

COUNCIL MEMBER SIGNATURE

STRATA LOT NO: _____

SIGNED THIS _____ DAY OF _____ 20____

The *Strata Property Act* requires that permission from a Strata Corporation be obtained whenever construction affects Common Property. Written approval from the Strata Corporation is required whenever the proposed work involves Common Property or Limited Common Property.

"common property" means

(a) that part of the land and buildings shown on a strata plan that is not part of a strata lot, and

(b) pipes, wires, cables, chutes, ducts and other facilities for the passage or provision of water, sewage, drainage, gas, oil, electricity, telephone, radio, television, garbage, heating and cooling systems, or other similar services, if they are located

(i) within a floor, wall or ceiling that forms a boundary

(A) between a strata lot and another strata lot,

(B) between a strata lot and the common property, or

(C) between a strata lot or common property and another parcel of land, or

(ii) wholly or partially within a strata lot, if they are capable of being and intended to be used in connection with the enjoyment of another strata lot or the common property;

"limited common property" means common property designated for the exclusive use of the owners of one or more strata lots;



WHISTLER

MINUTES

REGULAR MEETING OF WHISTLER BEAR ADVISORY COMMITTEE

WEDNESDAY, July 13, 2016, STARTING AT 8:30 A.M.

At Phalanx Room
RMOW Public Works Yard

PRESENT:

Co-Chair, RMOW, H. Beresford
Co-Chair, Get Bear Smart, S. Dolson
RMOW Councillor S. Maxwell
Conservation Officer Service, Sgt. S. Gravel
WB, A. DeJong
Member at Large, N. Fitzgerald
RMOW Bylaw Services, C. Riess
RCMP, Sgt. R. Knapton
AWARE/C2C Grizzly Bear Initiative C. Ruddy
Public, E. Archer
Public, L. Homstol
RMOW, K. Brandon

Bear Smart Program Assistant, Recording Secretary, A. Paris

REGRETS:

Carney's Waste Systems, P. Kindree
Member at Large, C. Hedderson

ADOPTION OF AGENDA

Moved by S. Gravel
Seconded by H. Beresford

That Whistler Bear Advisory Committee adopt the Whistler Bear Advisory Committee agenda of July 13, 2016.

CARRIED

ADOPTION OF MINUTES

Moved by , L. Homstol
Seconded by S. Maxwell

That Whistler Bear Advisory Committee adopt the Regular Whistler Bear Advisory Committee minutes of June 8, 2016.

CARRIED

VERBAL REPORTS

Conservation Officer Service	<p>A discussion led by Sgt. S. Gravel regarding COS activities.</p> <ul style="list-style-type: none">• Bears quiet, few sightings• Officer B. Meuller injured, off duty for 6 months. Extra CO being brought in for support• Signs put out at Lost Lake for bear bluff charging bikers, issue of dogs running with bikers. A. Paris will contact WAG and N. Fitzgerald will contact vets for information on how over-running may affect dogs' health. <p><i>C. Reiss arrived at 8:36 a.m.</i></p>
RMOW Bylaw Services	<p>A discussion led by C. Riess regarding RMOW Bylaw Services activities.</p> <ul style="list-style-type: none">• 1 garbage call
Whistler Blackcomb	<p>A discussion led by A. DeJong regarding WB activities.</p> <ul style="list-style-type: none">• 1 bear approached Rendez-vous, otherwise quiet• Berry crop plentiful <p><i>R. Knapton arrived 8:58 a.m.</i></p>
RCMP	<p>A discussion led by Sgt. R. Knapton regarding RCMP activities.</p> <ul style="list-style-type: none">• 1 call in Whistler and 3 in Pemberton in last month
Carney's Waste Services	Absent
AWARE	<p>A discussion led by C. Ruddy regarding AWARE activities.</p> <ul style="list-style-type: none">• Working for RMOW to research issues and help businesses manage upcoming changes to garbage bylaw.
Coast to Cascades Grizzly Bear Initiative	<p>A discussion led by C. Ruddy regarding Coast to Cascade Grizzly Bear Initiative activities</p> <ul style="list-style-type: none">• Meeting with Whistler Olympic Park regarding trail signage with grizzly bear information
RMOW	A discussion led by L. Homstol regarding bear response plan

- Bear response plan being drafted, two meetings held with another planned for early August
- Meeting scheduled with COS, RMOW Communications, Parks, Environmental Stewardship, and Emergency Management to clarify response protocol

Sgt. R. Knaption left at 9:35 a.m.

Get Bear Smart Society

A discussion led by S. Dolson regarding Get Bear Smart activities.

- Bear Conflict Management plan update draft being prepared, review at August meeting

A discussion led by H. Beresford regarding 2 letters to Council regarding bear hunting.

- WBAC reviewed map of no hunting/bow hunting areas
- Given the heavy public use of the Callaghan road and valley, the COS and WBAC are concerned that hunting from the road is a safety risk to the public. Secondly, easy hunting access from road may result in a grizzly bear being shot if it is mistaken for a black bear.
- Changing hunting regulations outside of municipal boundaries requires a request to the Ministry of Forests, Lands and Natural Resource Operations (FLNRO). Information on the process is on its website.
- International Bear Day is April 4th. Consider declaring in 2017 events.
- Consider adding continuation of 100m setback or more along roadside to Whistler Olympic Park
- COS will also continue to focus efforts on managing/reducing attractants along Callaghan Road and to discourage inappropriate bear viewing behaviour.

N. Fitzgerald left at 9:50 a.m.

MOTION: That WBAC recommends the RMOW submit an application to FLNRO to extend no hunting boundaries on the Callaghan Road from the municipal boundary to Whistler Olympic Park for the purposes of public safety and grizzly bear protection.

Moved by C. Ruddy (on behalf of AWARE)
Seconded by S. Dolson

CARRIED

**Bear Smart Program
Assistant**

A discussion led by A. Paris regarding RMOW BSPA activities.

- Participating in Museum's natural history program at Lost Lake one day a week.
- Investigating the digitalization of the Bear Smart restaurant program training
- Signs up in Lost Lake and Emerald for bear in area
- Instagram contest to promote Bear Smart practices

Get Bear Smart Society

A discussion led by S. Dolson regarding Get Bear Smart Society activities.

- Infographic "Don't be a Jerry" used digitally for Facebook, Instagram and posters
- Tourism Whistler maps being updated as part of map/sign update for 2017 release

ADJOURNMENT

Moved by Sgt. S. Gravel

That the Whistler Bear Advisory Committee adjourn the July 13, 2016 meeting at 10:33 a.m.

CARRIED



CO-CHAIR: Sylvia Dolson

**RESORT MUNICIPALITY OF WHISTLER
BUILDING AND PLUMBING REGULATION AMENDMENT BYLAW NO. 2126, 2016**

A BYLAW TO AMEND THE BUILDING AND PLUMBING REGULATION BYLAW NO. 1617, 2002

WHEREAS sections 8(3)(1) and 53(2) of the *Community Charter* authorize the Resort Municipality of Whistler, for the health, safety and protection of persons and property, to regulate, prohibit and impose requirements in relation to buildings and other structures; and

WHEREAS the Council has enacted Building and Plumbing Regulation Bylaw No. 1617, 2002 (the "Building Bylaw") and wishes to amend the Building Bylaw;

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

Title

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Amendments

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7. The Building Bylaw is amended by adding as Schedule O the Schedule that is attached and forms part of this bylaw.

GIVEN FIRST READING this __ day of _____, ____.

GIVEN SECOND READING this __ day of _____, ____.

GIVEN THIRD READING this __ day of _____, ____.

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

Nancy Wilhelm-Morden,
Mayor

Laurie-Anne Schimek,
Municipal Clerk

I HEREBY CERTIFY that this is a true
copy of "Building Amendment Bylaw No.
2126, 2016."

Laurie-Anne Schimek,
Municipal Clerk



Schedule O to Bylaw No. 1617, 2002

STRATA COMMON PROPERTY CONSENT – PAGE 1

PROPERTY CIVIC ADDRESS

STRATA CORPORATION NO.

The undersigned, on behalf of Strata Corporation No. _____, in consenting to the application of _____, the owner of Strata Lot No. _____ for a Building Permit to alter the Common Property of Strata Plan No. _____, being a Strata Manager (holding a valid license) licensed under the *Real Estate Services Act*, represents to the Resort Municipality of Whistler that we are authorized to consent to the Application on behalf of the Strata Corporation and that all appropriate resolutions of the Strata Corporation have been duly passed to authorize the proposed changes or alterations to the Common Property.

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PLEASE COMPLETE THE FOLLOWING IF STRATA MANAGEMENT COMPANY IS PROVIDING CONSENT:

STRATA MANAGEMENT COMPANY NAME* (PLEASE PRINT)

STRATA MANAGER NAME* (PLEASE PRINT)

STRATA MANAGER SIGNATURE

SIGNED THIS _____ DAY OF _____ 20____

PLEASE COMPLETE THE TABLE ON PAGE OVER IF STRATA COUNCIL MEMBERS ARE PROVIDING CONSENT.



STRATA COMMON PROPERTY CONSENT – PAGE 2

PLEASE COMPLETE THE FOLLOWING IF STRATA COUNCIL MEMBERS ARE PROVIDING CONSENT:

COUNCIL MEMBER NAME* (PLEASE PRINT)

COUNCIL MEMBER SIGNATURE

STRATA LOT NO: _____

SIGNED THIS _____ DAY OF _____ 20____

COUNCIL MEMBER NAME* (PLEASE PRINT)

COUNCIL MEMBER SIGNATURE

STRATA LOT NO: _____

SIGNED THIS _____ DAY OF _____ 20____

The *Strata Property Act* requires that permission from a Strata Corporation be obtained whenever construction affects Common Property. Written approval from the Strata Corporation is required whenever the proposed work involves Common Property or Limited Common Property.

"common property" means

- (a) that part of the land and buildings shown on a strata plan that is not part of a strata lot, and
- (b) pipes, wires, cables, chutes, ducts and other facilities for the passage or provision of water, sewage, drainage, gas, oil, electricity, telephone, radio, television, garbage, heating and cooling systems, or other similar services, if they are located
 - (i) within a floor, wall or ceiling that forms a boundary
 - (A) between a strata lot and another strata lot,
 - (B) between a strata lot and the common property, or
 - (C) between a strata lot or common property and another parcel of land, or
 - (ii) wholly or partially within a strata lot, if they are capable of being and intended to be used in connection with the enjoyment of another strata lot or the common property;

"limited common property" means common property designated for the exclusive use of the owners of one or more strata lots;

RESORT MUNICIPALITY OF WHISTLER

“FIVE-YEAR FINANCIAL PLAN 2016-2020 AMENDMENT BYLAW NO. 2127, 2016”

A BYLAW TO AMEND

“FIVE-YEAR FINANCIAL PLAN 2016 - 2020 BYLAW NO. 2118, 2016”

WHEREAS the Council must have a financial plan pursuant to Section 165 of the *Community Charter*;

AND WHEREAS the Council deems it necessary and appropriate to amend the five-year financial plan for the years 2016 to 2020;

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

1. This Bylaw may be cited for all purposes as the “Five-Year Financial Plan 2016–2020, Amendment Bylaw No. 2127, 2016”.
2. Schedules “A” and “B” of Five-Year Financial Plan 2016-2020 Bylaw No. 2118, 2016 are replaced by Schedules “A” and “B” attached to and forming part of this bylaw.

GIVEN FIRST, SECOND, and THIRD READINGS this 6th day of September, 2016.

ADOPTED by Council this ____ day of _____, ____.

Nancy Wilhelm-Morden
Mayor

Laurie-Anne Schimek
Municipal Clerk

I HEREBY CERTIFY that this is a true copy
of “Five-Year Financial Plan 2016 – 2020,
Amendment Bylaw No. 2127, 2016”.

Laurie-Anne Schimek
Municipal Clerk

RESORT MUNICIPALITY OF WHISTLER
TAXATION EXEMPTION FOR PHILANTHROPIC PURPOSES
BYLAW NO. 2125, 2016

WHEREAS under Section 224(2)(a) of the *Community Charter*, Council may grant a tax exemption for land or improvements owned or held by a charitable, philanthropic, or other not for profit corporations which Council considers are used for a purpose that is directly related to the purposes of that corporation.

NOW THEREFORE the Council of the Resort Municipality of Whistler ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as the "Taxation Exemption for Philanthropic Purposes Bylaw No. 2125, 2016".
2. The properties used pursuant to Section 224(2)(a) of the *Community Charter* and listed in the attached Schedule "A" are exempted from taxation for five years commencing in the 2017 tax year.

GIVEN FIRST, SECOND and THIRD READINGS this 6th day of September, 2016.

ADOPTED by Council this __ day of _____, ____.

Nancy Wilhelm-Morden,
Mayor

Laurie-Anne Schimek,
Municipal Clerk

I HEREBY CERTIFY that this is a true copy of
"Taxation Exemption for Philanthropic Purposes
Bylaw No. 2125, 2016".

Laurie-Anne Schimek,
Municipal Clerk

Taxation Exemption for Philanthropic Purposes Bylaw No. 2125, 2016

SCHEDULE "A"

1. Emerald Forest Lands – Lot A
Block A, Plan VAP18892, District Lot 3862, Group 1, New Westminster Land District, except plan 19202, Tapley's Farm
Emerald Dreams Conservation Co Ltd
Roll Number 006162.002
2. Emerald Forest Lands – Lot B
District Lot 4754, Group 1, New Westminster Land District, except plan 19930;
Decigon Development Corp
Roll Number 006548.000

**RESORT MUNICIPALITY OF WHISTLER
ZONING AND PARKING AMENDMENT BYLAW (WHISTLER RV) NO. 2110, 2016**

A BYLAW TO AMEND THE WHISTLER ZONING AND PARKING BYLAW NO. 303, 2015

WHEREAS Council may, in a zoning bylaw pursuant to Sections 903 and 906 of the *Local Government Act*, divide all or part of the area of the Municipality into zones, name each zone and establish the boundaries of the zones, regulate the use of land, buildings and structures within the zones, and require the provision of parking spaces for uses, buildings and structures;

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

1. This Bylaw may be cited for all purposes as "Zoning Amendment Bylaw (Whistler RV) No. 2110, 2016".
2. The Resort Municipality of Whistler Zoning and Parking Bylaw No. 303, 2015 is hereby amended as follows:
 - (a) Part 7 is amended by inserting the following in alphanumerical order under the heading "TA Zones":

"TV3 Tourist Vehicle and Campground Three"
 - (b) Part 15 is amended by inserting as Section 18 the TV3 (Tourist Vehicle and Campground Three) Zone, attached as Schedule "A" to this Bylaw.
 - (c) The lands legally described as BLOCK A DISTRICT LOT 4097 NEW WESTMINSTER DISTRICT LEASE # 240674, GROUP 1, shown outlined in heavy black on the sketch plan attached as Schedule "B" to this Bylaw, are hereby zoned as TV3 (Tourist Vehicle and Campground Three) Zone.
3. If any section or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the decision shall not affect the validity of the remaining portions of this Bylaw.

GIVEN FIRST READING this 21st day of June, 2016.

GIVEN SECOND READING this 21st day of June, 2016

Pursuant to Section 464 of the *Local Government Act*, a Public Hearing was held this this 26th day of July, 2016.

GIVEN THIRD READING this 26th day of July, 2016.

Approved by the Minister of Transportation and Infrastructure this 1st day of September, 2016.

ADOPTED by the Council this __ day of ____, ____.

Mayor, Nancy Wilhelm-Morden

Municipal Clerk, L. Schimek

I HEREBY CERTIFY that this is a true
copy of "Zoning Amendment Bylaw
(Whistler RV) No. 2110, 2016

Municipal Clerk, L. Schimek

SCHEDULE “A”

18. TV3 Zone (Tourist Vehicle and Campground Three)

Intent

- 1) The TV3 Zone is intended to provide for recreational vehicle park, campground, and service facilities related to such uses.

Permitted Uses

- 2) The following uses are permitted and all other uses are prohibited:
 - a) agriculture limited to gardening, greenhouses, raising of crops, apiaries, and keeping or raising of horses, goats and fowl;
 - b) campground, excluding yurts;
 - c) commercial water bottling;
 - d) detached dwelling;
 - e) recreational vehicle park;
 - f) auxiliary buildings and auxiliary uses to the above; and,
 - g) without limiting (f) the following auxiliary uses to (a) through (e) above:
 - i. auxiliary residential dwelling unit for a caretaker or watchman or other persons similarly employed;
 - ii. office and administration;
 - iii. outdoor recreation;
 - iv. restaurant, catering primarily to the needs of the visitors staying in the recreational vehicle park and campground;
 - v. retail, catering primarily to the needs of the visitors staying in the recreational vehicle park and campground; and
 - vi. sani-dump.

Density

- 3) The maximum number of recreational vehicle pads is 102.
- 4) The maximum number of camping spaces for tents is 50.
- 5) One detached dwelling is permitted per parcel.
- 6) The maximum number of auxiliary residential dwelling units is 1.

- 7) The maximum permitted gross floor area for the total of all buildings for all permitted uses shall not exceed 1555 square metres.
- 8) All uses provided for in Section 1 of the TV3 Zone are subject to the following restrictions:
 - a) the maximum floor area for agriculture use shall not exceed 95 square metres;
 - b) the maximum floor area of an auxiliary building for campground and recreational vehicle park shall not exceed 45 square metres and the aggregate floor area of all auxiliary buildings for campground and/or recreational vehicle park shall not exceed 370 square metres;
 - c) the maximum floor area for commercial water bottling use shall not exceed 95 square metres;
 - d) the maximum floor area for detached dwelling shall not exceed 465 square metres;
 - e) the maximum floor area of an auxiliary residential dwelling unit is 90 square metres;
 - f) the maximum floor area for office or administrative use shall not exceed 105 square metres;
 - g) the maximum floor area for restaurant use shall not exceed 95 square metres;
 - h) the maximum floor area for retail use shall not exceed 145 square metres; and,
 - i) the maximum floor area for storage or maintenance use shall not exceed 95 square metres.

Auxiliary Sani-Dump Requirement

- 9) A sani-dump station may be permitted only if it is connected to a sewage disposal system approved pursuant to the *Health Act* and the regulations thereto.

Height

- 10) The maximum permitted height of a principal use building is 9 metres.
- 11) The maximum permitted height of an auxiliary building is 9 metres.

Setbacks

- 12) The minimum permitted setback from all property lines is 20 metres.

Parcel Size

- 13) The minimum parcel area is 40 hectares.

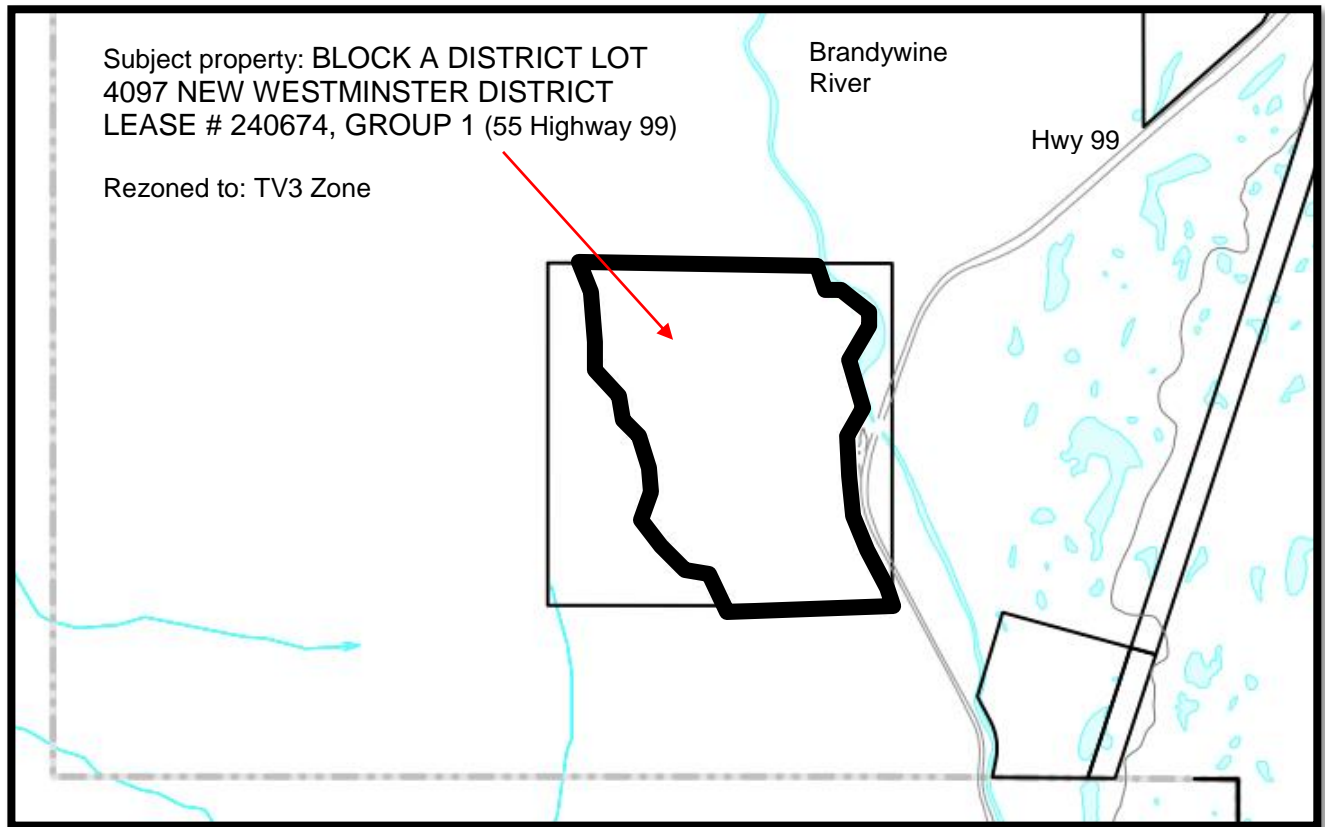
Off-Street Parking and Loading

- 14) 1.25 parking spaces per camping space shall be provided and all other uses shall in addition provide the number of parking spaces as required and determined pursuant to Part 6 of this Bylaw. All parking and loading spaces shall be provided in accordance with the site, size, and access regulations provided in Part 6 of this Bylaw.

Other Regulations

- 15) Uses permitted under Section 2 are subject to the following:
- a) Except for a custodian and residents of the detached dwelling, the occupancy of any lands or buildings for permanent residential use shall be prohibited;
 - b) A camping space shall not be occupied by the same recreational vehicle or tent for more than 30 consecutive days;
 - c) The use of land for either pedestrian trails or vehicular roads within the Brew Creek Community Watershed shall be prohibited except for the existing Forest Service Road that serves as the primary access to the campground;
 - d) All uses shall be screened from Highway 99 by a landscape screen consisting of natural vegetation such that development is not visible from any point of Highway 99 adjacent to the land.

SCHEDULE "B"



Local Government Program Services

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



**FIRST NATIONS'
Emergency Services**
BRITISH COLUMBIA



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

www.ubcm.ca

LGPS Secretariat

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

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

August 30, 2016

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

**Re: Completion of Fuel Management Project (SWPI-463: Alpine
Meadows Prescriptions, 2014)**

Dear Mayor and Council,

Thank you for submitting final report documentation for the completion of the above noted fuel management project. The Strategic Wildfire Prevention Working Group has reviewed your submission and the reporting requirements have been met.

The final report notes total project costs of \$19,007.31. Based on this, a cheque in the amount of \$14,255.48 will follow shortly under separate cover. This payment represents full payment for the project and is based on seventy-five per cent (75%) of total eligible costs.

On behalf of the Working Group, I congratulate you on the successful completion of this project and offer best wishes for future community safety work in your community.

Sincerely,

A handwritten signature in black ink, appearing to read "H202", is written over a horizontal line.

Peter Ronald
Programs Officer

cc: *Heather Beresford, Environmental Stewardship Manager, Resort
Municipality of Whistler*
Peter Laing, Acting-Fuel Management Specialist, Coastal Fire Centre



From: Elizabeth Turner [<mailto:lizturner95060@gmail.com>]
Sent: Wednesday, August 31, 2016 17:42
To: Mayor's Office <mayorsoffice@whistler.ca>
Subject: Graffiti in Creekside

Dear Mayor and Council:

I am writing as a resident of Creekside and a member of the Whistler Communities that Care Board to express my concern with the increasing amount of graffiti in Creekside. It is particularly bad under the overpass near Tim Horton's. I have attached some pictures to demonstrate that a) some of the graffiti involves obscene words; b) graffiti has spread beyond the overpass and is obscuring safety related signage; c) graffiti is on the Valley Trail; and d) graffiti is visible from the roadway. In addition, graffiti has spread to Alpha Lake Park, including on the Valley Trail Map used by tourists.

As a social scientist, I believe that, according to broken windows theory, the presence of graffiti sends the message that lawlessness is tolerated. For example, a **consultant in London stated that, ""People associate the** presence of graffiti with a lack of social control and management of their neighbourhood or environment, and it relays the message that no-one is 'in charge'."

One possible solution to the graffiti would be to have a mural painted under the overpass and then protect it with a graffiti-proof coating. Many companies sell coatings that can easily be applied and enable graffiti to easily be washed off. Since there are many talented artists at Whistler Secondary School, one idea might be to have students paint the mural.

Thank you for your attention to this matter.

Sincerely,

Elizabeth Turner, PhD
2219 Lake Placid Rd.
604-905-2993
lizturner95060@gmail.com



From: Stuart Munro [<mailto:stuartmunro@shaw.ca>]

Sent: Saturday, September 10, 2016 10:39

To: Mayor's Office <mayorsoffice@whistler.ca>

Subject: Letter to Mayor and Council Construction

Hi Legislative Services;

Please include this letter in the Council package.

Please e-mail me to confirm receipt and let me know the date which my letter will be included in the council package.

Best Regards

Stu

Stu Munro

stuartmunro@shaw.ca

Cell: 1-604-935-2757

Home: 604-932-2653

Live your life to create your greatest happiness.

This e-mail may contain certain confidential and/or privileged information. If you are not the intended recipient (or have received this message in error) please notify the sender immediately and destroy this e-mail. Any copying, disclosure, or distribution of the material in this e-mail is strictly forbidden

To Mayor and Council

September 10, 2016

Having lived beside a construction site for a number of years I would like to make the following recommendations:

- Require, site work staging plans, be part of the permitting process.
(Limit the use of RMOW roadways as staging areas)
- Amend the existing by-law to require construction work end at 6 pm.
(Currently 8 pm)
- Amend the existing by-law to permit construction work from Monday to Saturday.(Currently seven days a week)
- Prohibit the use of generators on construction sites, in residential areas, as the main source of power.
- Prohibit the use of generators from 6 pm to 8 am on construction sites.
- Prohibit the use of unshielded flood lighting on construction sites in residential areas.
- Require construction sites place portable toilets away from occupied residential properties.
- Create, track, and review a by-law complaint history for the following:
-Prior to granting permits -When reviewing tendering for Municipal works -Prior to granting business licences -When granting commercial parking decals.
- As part of the above mentioned permitting and licencing processes require applicants to acknowledge having received and read parking and noise by-laws.

With the exception of Rainbow and Cheakamus Crossing most construction will take place as infill in developed occupied residential areas. It is time to amend the existing by-laws to reflect the changed face of the Resort.

Best Regards

Stu Munro

1-3065 Hillcrest Drive Whistler BC V0N 1B3

From: Louise Caparella [<mailto:louise.caparella@fourseasons.com>]
Sent: Tuesday, September 13, 2016 07:23
To: Wanda Bradbury <WBradbury@whistler.ca>
Subject: Festival of Trees, Whistler

Dear Mayor and Council,

On behalf of Joerg Rodig, the team at Four Seasons Resort and Residences Whistler and BC Children's Hospital, we are writing to share an initiative that we will be launching here this fall. We hope that there may be a way for the Municipality to support our first Festival of Trees in support of BC Children's Hospital Foundation. The full package details are attached and I have also included a link to our recent press release. If you have any questions at all, please contact myself or our General Manager, Joerg Rodig at 604-966-2655 joerg.rodig@fourseasons.com.

Thank you for your consideration.

<http://press.fourseasons.com/whistler/hotel-news/2016/festival-of-trees/>

Louise Asbury Caparella
EXECUTIVE ASSISTANT

Four Seasons Resort and Residences Whistler
4591 Blackcomb Way, Whistler, British Columbia, V0N 1B4, Canada
t +1 604 966-2656
f +1 604 935 3455
e louise.caparella@fourseasons.com
www.fourseasons.com/whistler

[View our 360 ePresentation](#)



WHISTLER TREE SPONSOR PACKAGE 2016



Blayne Vandusen, BC Children's Hospital patient





Holiday season is fast approaching and it is hard to believe that this is my second winter and Christmas in Whistler! It has been such fun getting to know all of you and learn about Four Seasons Resort and Residences' role within the community and I believe there is more that we can contribute. I am grateful how Whistler has embraced my family and with this in mind we have been looking for opportunities beyond our commitment to the Terry Fox organization and the Food Bank.

BC Children's Hospital is a place for big and small issues—from bike accidents, illness and managing chronic conditions. Many of the families in our destination have had contact with BC Children's Hospital and we are delighted to share that we will be launching a Festival of Trees in conjunction with BC Children's Hospital Foundation this coming winter.

Thank you for your time in reading our proposal, we appreciate your support and consideration of our Inaugural Festival of Trees event.

A handwritten signature in black ink, which appears to read "Joerg Rodig".

JOERG RODIG
GENERAL MANGER, FOUR SEASONS RESORT AND RESIDENCES WHISTLER





About BC Children's Hospital

As the province's only full-service hospital dedicated to serving the one million children in BC and the Yukon, BC Children's Hospital is accessible to the largest population of children and youth served by a single Canadian hospital. BC Children's Hospital provides services in areas such as neonatal intensive care, kidney and bone marrow transplants, open-heart surgery, neurosurgery and cancer treatment. It is a leading provider of diagnostic and laboratory services, and many complex tests, including universal newborn testing for potentially devastating diseases.

The Hospital shares its site with BC Women's Hospital & Health Centre and the Child & Family Research Institute. Sunny Hill Health Centre for Children, a part of BC Children's Hospital, is the leading provincial facility offering specialized services and care in pediatric development, research and education. More than 84,000 children visit the hospital annually, 67 per cent of whom live outside the City of Vancouver.

SPONSORSHIP ADVANTAGES

Sponsorship provides an exciting opportunity for a corporate partner to show support of the sickest children in BC, while enhancing your company's visibility and brand awareness, linking your brand with the reputation and personality of BC Children's Hospital Foundation and providing interactive opportunities to connect with potential customers, intermediaries and industry leaders.

BRANDING

Since the establishment of our Foundation in 1982, hundreds of thousands of young lives have been transformed by our donors' generosity. Our brand has evolved to become a household name that is highly recognized.

According to Ipsos Reid (2003) and Synovate (2005), BC Children's Hospital Foundation's brand enjoys one of the highest recognition rates in the province of BC. **97%** of British Columbians are aware of BC Children's Hospital, and our Sunshine logo has a **95%** recognition rate province-wide.



Festival of Trees - Four Seasons Hotels and Resorts Legacy

For the past 29 years, the lobby of Four Seasons Hotel Vancouver and Pacific Centre has been transformed into a forest of beautifully decorated trees in support of BC Children's Hospital. This year, Four Seasons Resort and Residences Whistler is planning an exciting transformation of their lower lobby to launch a brand new Festival of Trees Event.

Festival of Trees provides an invaluable opportunity to demonstrate their community leadership, engage employees, creative flair and support for child health.

The event will run for six weeks, from mid-November to early January, and will receive noticeable coverage through print, TV and radio media. As a sponsor of the festival, your tree will be seen by thousands of visitors to the Resort and SIDECUT Restaurant.

All funds raised will go towards the Excellence in Child Health Fund. Your contribution will support the areas of greatest need at BC Children's Hospital, Sunny Hill Health Centre and the Child & Family Research Institute including specialized research into childhood diseases, the purchase of and/or upgrading to state-of-the-art medical equipment, and education programs for caregivers and families.

**Tree Decorating—Monday, November 22 and
Tuesday, November 23**

Four Seasons Resort Whistler trees: 11am-4pm

Encourage employees to bring a tree décor theme to life!
Whether its holiday or your brand—the options are endless!

Tree Lighting Ceremony—Friday, November 25, 5:00-6:30pm

After decorating, sponsors are invited to join us at the Four Seasons Resort and Residences Whistler for the Tree Lighting Ceremony to kick-off the six weeks of voting and garnering for support. During the event a team of judges will visit with each team to review decorations and ask for the story and/or inspiration behind the tree; afterward, the judges will select first-, second-, and third-place winners in the Judge's Choice.

Spirit of Giving

To inspire philanthropy (and create some friendly competition) the "Spirit of Giving" category invites you to show off your generosity and fundraising skills on stage at the Tree Lighting Ceremony! During the program we will call for teams participating to present their bribe on stage which may consist of monetary donations, gift cards, toys, or books.





Corporate Visibility

Sponsoring a tree is a fun and meaningful way to support BC Children's Hospital while providing your organization with the opportunity to engage with the community. Here are some ideas on how you can make the most of your Festival of Trees sponsorship:

- Creativity is encouraged—bring your brand to life!
- Employee engagement—enhance team-building and take part in decorating your tree.
- Customized tri-branded logo and promotions package (provided by BCCHF) to garner support from your networks. For example:
 - * Include mention of your support for the festival in your direct mail campaigns and brochures.
 - * Advertise your commitment in the media and in your media kits.
 - * Include a mention of your involvement on invoices, statements, cheques and email signatures.
- Invite clients and business partners to the festival to vote for their favourite tree (yours, of course.)





Tree Sponsor Benefits

As sponsors you are the stars of the show, and we have created three sponsorship levels that will offer your organization a chance to shine — gold, silver and bronze. Each will help BC's kids live healthier lives.

SPONSOR BENEFIT	BRONZE \$1,000	SILVER \$1,500	GOLD \$2,000
An artificial tree (approx. 7')	Pre-lit not guaranteed	Pre-lit	Pre-lit
Tree displayed in the Four Seasons Resort and Residences Whistler lobby for six weeks over the holiday season <ul style="list-style-type: none"> Seasonal hotel traffic: Approximately 18,500 individuals 	✓	✓	Choose your location! * (first-come, first-serve)
Logo featured on signage next to your tree	✓	✓	✓
Feature in the Festival of Trees brochure	Name	Name	Logo
Feature on the Festival of Trees webpage	Name	Logo	Prominent logo
Feature on festival sponsor signage	Name	Logo	Prominent logo
Personalized Festival of Trees voting webpage	✓	✓	✓
Social media acknowledgement	✓	✓	✓
Tickets to the Festival Tree Lighting Ceremony at the Four Seasons Resort and Residences Whistler on November 25, 2016	2	4	6
Tree take-down service: Our team will dismantle your tree for you on January 5, 2017.	\$125	\$100	✓
Opportunity to distribute promotional gifts or products in up to 50 tree sponsor swag bags	✓	✓	✓
1/2-page full-colour event promotional ad in the Province and Vancouver Sun		Name	Logo
1/2-page full-colour post-event ad in the Vancouver Sun and Vancouver Courier		Name	Logo
Emcee recognition during the Festival Tree Lighting Ceremony			✓
Opportunity to join the tree judging panel: 1 guaranteed spot			✓



Thank you & Timeline

Thank you for considering sponsoring Festival of Trees in Whistler. We look forward to working with the Municipality in bringing top-notch experiences to event supporters as well as producing a return on investment to your organization.

For the Resort Municipality of Whistler to fully benefit from this partnership and opportunity, please confirm your commitment by October 10, 2016.

Please do not hesitate to contact us should you have any questions.

Louise Caparella

Festival of Trees Coordinator

Phone: 604-966-2656

Email: louise.caparella@fourseasons.com





Registration Form

Tree Decorating

Tuesday, November 22, 2016

And

Wednesday, November 23, 2016

11:00 am-4:00 pm

Four Seasons Resort and Residences

Whistler

Tree Lighting Ceremony

Friday, November 25, 2016

5:00 pm-6:30 pm

Tree Take-Down

Thursday, January 5, 2017

8:00 am-3:00 pm

Four Seasons Resort and Residences

Whistler

For more information, please contact

Louise Caparella at

louise.caparella@fourseasons.com or

604.966.2656

COMPANY NAME

.....

CONTACT NAME

EMAIL

.....

PHONE

FAX

.....

ADDRESS

.....

CITY

.....

PROVINCE

POSTAL CODE

.....

Please select one of the following sponsorship packages:

- ☐ Bronze \$1,000
- ☐ Silver \$1,500
- ☐ Gold \$2,000
- ☐ Communal Tree \$150.00

☐ We are interested in supporting the Festival of Trees in the following way(s):

☐ We are unable to commit to a sponsorship but would like to make a tax-receiptable donation in the amount of \$_____

☐ We would like to purchase additional ____ tickets to the festival's Kick-Off Celebration (\$25 each).

☐ Please send information about the Victoria, Sooke, Nanaimo, Port Alberni, Osoyoos and Vancouver festivals.

We would like to receive information about other BC Children's Hospital Foundation events.

PAYMENT METHOD:

To pay by credit card (VISA/MC/AMEX) please to [click here](#) or call Casey at BC Children's Hospital Foundation at 604-875-2345 x5400.

Please note your team will still need to submit a registration form.

☐ Cheque ☐ Cash ☐ Please invoice

From: MarcDionne [<mailto:marc@reactivedesigninc.com>]
Sent: Tuesday, September 13, 2016 10:39 AM
To: Melissa Kish <MKish@whistler.ca>
Subject: Re: Correspondence to Council

Marc Dionne
27-1380 Cloudburst Drive
Whistler, BC V0N 1B1
604.902.2123

Dear Mrs. Mayor & Council,

Happy Labour Day!
I hope that you are all enjoying the final lap of summer.
Fingers crossed on some more sunshine.

I know you are all extremely busy but, please allow me 10 minutes of your time.

I was honestly and respectfully waiting and trusting that our Mayor & Council were going to come to our rescue...

But, my wife and I are in touques, ski socks and hoodies right now, literally TODAY - September 5th, trying to work (because we work from home) in fear of getting yet ANOTHER RED Screen from simply touching our home's heating thermostat.

Being cold in my own home today, trying to work, has pushed me to write...

Imagine having to spend your time trying desperately to be 1 more voice, in hopes of convincing a Mayor & Council that there's an issue, an actual, serious issue in your neighbourhood despite surveys, emails, phone calls, proof, Engineer reports, etc... Sad. ***What a poor use of time on a long-weekend.***

It breaks me every time you Mrs Mayor and/or the Council Members use the words "SOME Homeowners in the Cheakamus Crossing neighbourhood are experiencing some issues."...

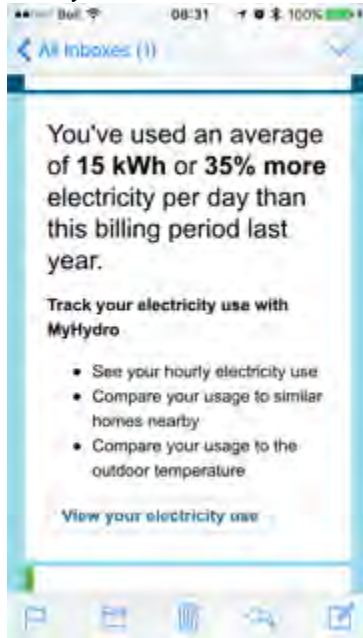
I'd like to share our WHA/DES situation with you and ask you all a couple of quick questions please...

My wife Stacey and I are now up to \$5,178.93 into our DES system service, tax and repair bills since moving in April 2014 + \$3,338.00 in Hydro. We have spent \$8,516.93 in Heat & Hydro in 29 months.

Our system has been turned "off" **again** and onto "electric" for hot water heating since December 2015. We can't afford to put another dollar into repair especially since the Technicians aren't

even certain that they can fix it? We keep being told that “The Muni is working on it!” A solution will be presented before “this” winter.

*This past spring, we received a sad reminder from BC Hydro.
Really? 35% more? See iPhone screenshot...*



We adore our LIL' Cheakamus Place but fear for the first time that this can and would most likely have an impact on our Residential investment. Should we ever want to sell, despite believing that someone would buy our place "as-is", we'd have to notify the new owners that the DES system does not function properly and that no company has been able to give us an estimate for repair since they are not sure what is wrong. Some even refusing to reply to my request to come by.

By the way, thank you for Mechanical & Service manuals. ALL costs incurred so far were all pre-manuals. All Custom-Air Technicians that have come to our place within the first 18months of owning, (possession April 2014), told me that they would do their best to identify the issues and repair them. None so far have been able to simply make it work for longer than a 4 month stretch.

Let's say your car mechanic had the same approach. "I'll do my best!" ...but to find yourself back at the dealer every 4 months with a NEW issue? Really?

Nothing seems to be apparently wrong with our DES system... Manuals were given 6 years after construction and no one can confirm with simple, hard facts that our systems were ever installed correctly and/or even started correctly. In fact, there are now hard facts proving that they were NOT installed, nor started to spec. ***Is this even legal? Is receiving “manuals” 6 years after construction/installation even legal?***

I actually called the MUNI to ask for a copy of the install/start-up documents, simply to give to the Custom Air Technician whilst we were undergoing major repairs last year, for the Tech to have the ability to cross-reference settings, etc. and **the MUNI said that they don't have them.**

I called again at a later date just in case I could connect with a different person and this time they said that they don't have them due to a hard drive loss and that they don't have the resources/staff to look into this or help me find the information. Wow, 2 different answers within the same week. Is this even legal?

This is when, for the first time since moving here in 1997 that I realized that our Magical Whistler's Government/MUNI may be no different than any other government...and yet, I would defend this place every place on Earth should anyone ever talk down about any of its Citizens, Government Officials, Leaders, etc... I felt for the first time that I had been duped.

Oh no, are there signs of possible corruption or dishonesty or denial here as well?? I'm so naive. Boo for me, lesson learnt.

Let's fast-forward to TODAY...

Now it looks like we are facing thousands of dollars just to get our system "to spec"! Flushes and inspections...as suggested in the NEW Manuals. Why is our system out of spec to begin with?? We have only used Technicians recommended by the MUNI and did everything that was suggested to us since moving in.

Even the new manuals and MUNI suggestions are different than what the Technicians have advised us to do. That's a tuff one... Who should you trust?

The result, as mentioned = \$5K+ and our DES isn't even working as it should.

Question 1:

Can we agree to receive a return on our investment on top of our home's value for upgrading our heating and hot water system?

We are now looking into alternative ways of heating our home and hot water. I am wondering if, like other "types" of significant renovations, we could see the investment tacked back on to the sale price? If we pay now to have it replaced, say \$15K, can we confirm that we will receive this investment in return for this significant and much more reliable upgrade?

Sadly, we are sincerely worried that the MUNI will not follow through with a "fix" prior to Winter 2016/2017.

Question 2:

If we proceed, can you please let us know how soon we'll be taken off the DES tax?

It makes me feel ill every time we received the AUTO-payment DES TAX receipt that we have just paid another sum of money to the MUNI for a system that does not work. One

Technician mentioned that "our side" of the system had now been repaired but that the "supply" seems to be burdening our system due to fluctuations in either pressure and/or temperature and possible "hard matter" in the water. I'm paying the MUNI for the supply side that falls outside of the specs that our home is meant to receive? BIG ouch!

Curious, if BC HYDRO charged you increasing prices whilst surging and lagging it's electricity supply, knocking off computers and melting down your freezer, ALL to YOUR EXPENSE, how would you feel and what would you expect from them?

Just gauging if I'm the one who's going crazy here. Am I being unreasonable in asking that the system we "bought into"...A NEW, GREEN system meant to save us money and keep us warm, work?

Even W/B offers credits or partial refunds if Guests have to wait on a broken down chairlift for longer than reasonable.

We, and so many of our neighbours are at a loss.

This particular STAT seems to have been missed MORE THAN ONCE by yourself Mrs Mayor and by your Council.

Please allow me to refresh...

During the last DES survey, which had the highest turnout/response, 110/178 responded. 89.7 % documented having had some minor-to-major DES issues since taking possession.

** Even if the remaining 68 Residents had "0" issues, which is highly unlikely, that would still equate to 61.8% of the neighbourhood.*

Mrs. Nancy, you, your Council and even Eric Martin are determined that it is merely "some" of the people experiencing issues. For the record, as a result, "**some homeowners**" has officially been replaced by "**most homeowners**". It's simply a "math thing"... **51% or higher deserves "most"**.

I would certainly hope that moving forward, you all have the respect and courage to address the matter more accurately and with the most transparency.

Mrs. Nancy, I even enjoyed how you thanked Val Litwin for having taught and reminded you and your Council of the importance of transparency. You mentioned it at his going-away party at the Fairmont less than 1 month ago.

Many have reached out to you and our Council and yet most of you think that there's just a handful of people having minor issues. It's so sad and fascinating.

We have more people talking about moving out of a neighbourhood, that they love, because they can't afford the encompassing price that it costs to provide themselves with basic heat and hot

water on an ongoing, annual basis. It is into the thousand+ dollars every year just to maintain the system according to the manual's list of maintenance and this doesn't include the DES tax.

Please, anyone, be the Hero who stands up and for once, admits that this has now toppled over and IS a serious issue worth addressing with ALL hands on deck, using all necessary resources to rectify the issue.

That's how "my Whistler" is suppose to work. Alpine has a major issue, we rally, people, time, energy and funds to help. White Gold has a major issue, we rally, people, time, energy and funds to help...and so on... It's a simple formula.

If there's OWNERSHIP that must be accounted for along the way, may we ALL have the integrity and courage to step up and be honest with all who surround and support and/or have elected us.

If we are not different than all other global Governments, then let's start being different now.

Please let me know your thoughts when you get a moment. No major rush, we also have down jackets and 1st layer icebreaker underwear...that will get us into October.

Yes, I'm being cheeky but with a smile on my face. I'm not out to point fingers towards any of you...nobody in fact. Just looking to you all for help. Let me know what it is I can do from my side. Happy to do what I can to contribute.

We can't go another winter "hoping to make it" .

Thank you your Honour & Council.

Warmest regards,

Marc Dionne from The Heights
27-1380 Cloudburst Drive
Whistler, BC V0N 1B1
604.902.2123

REACTIVE DESIGN INC.
Creative Design + Web + Video + Photo + Print

MARC DIONNE - DIRECTOR
Photo - Video - Aerial Cinematography
marc@reactivedesigninc.com
O: 1.604.935.5666
C: 1.604.902.2123

www.reactivedesigninc.com

Naturally Creative...

From: kathy Somers [mailto:Kathleen_Somers248@hotmail.com]
Sent: Tuesday, September 13, 2016 12:26 PM
To: Melissa Kish <MKish@whistler.ca>
Subject: Re: Correspondence to Council

Attached please find my letter to Mayor and council. Thank you so much.

From

Kathy Somers

kathleen_somers248@hotmail.com

Group Leader for

Canada TNA (CaTNA)

www.catna2.ca

Toronto/Ontario area Chapter
and Newmarket

"TOGETHER WE WILL END THE PAIN"



Canadian Trigeminal Neuralgia Association

Catna
c/o Jan Willia3
323, 3 Sunmills
Green SE
Calgary AB T2X 3N9

14 September 2016

Mayor & Council

I run a support group in Toronto/York Region for people who suffer from a rare disease called Trigeminal neuralgia. (Chronic face pain).

Please see the attached for a description of TN and all the buildings that will be supporting us all over the world by lighting up TEAL on October 7th/2016 International Trigeminal Neuralgia day. This year is dedicated to finding a cure to help all children, young people, and adults all over the world.

Our support group in the last 2 years wore teal, and ribbons, and went out to dinner to celebrate on October 7th. Please help us bring awareness for those who suffer from Trigeminal Neuralgia. Perhaps you even know someone who has tn and doesn't know it. 10 percent of MS patients will be diagnosed with TN.

From
Kathy Somers
248 Currey Cres Newmarket ON
L3Y 5M9
kathleen_somers248@hotmail.com
905-853-9849
Group Leader for

Canada TNA (CaTNA)

Toronto Ontario/York region Chapter

www.catna2.ca

Hello,

We are celebrating the Fourth Annual International Trigeminal Neuralgia Awareness Day on October 7th, 2016.

This year we are focused on awareness for Research 4 a CURE: TN and Facial Pain Disorders.

#Research4ACure #LightUpTeal

What is trigeminal neuralgia?

We would be thankful for your authorization to "Light up Teal" (or close to it) on October 7th, 2016. If you're not the main one to make this kind of authorization could you please forward this request towards the individual that provides this sort of permissions?

We are sending out the request early to give notice and time for the approval process to accommodate the "Light up Teal" for international bridges, buildings and structures which are taking part. All approvals will be mentioned on this TNnME websites, social network sites as well as continuous press announcements, newspapers article, and/or blog posts.

We will make sure to send any coverage to help keep everyone posted and this year we would like your help and letting us know your social media sites so we can give public thank you and mentions.

All mentions of approvals will be listed on 2016 "Light up Teal" page on TNnME web-site.

2015 Light Up Teal List

TNnME Media Page

See below for details and please let us know should there be anything we could do to get your authorization and support...Thank you so much, Toni Saunders

Name of Organization: TNNME = (Trigeminal Neuralgia and Me) as well as (Non-Profit) The Facial Pain Research Foundation

International Awareness: Education and Financing for Trigeminal Neuralgia and Facial Pains Disorders

Contact Person: Toni Saunders

Email address: tnawareness@gmail.com

Reason related to submitting the illumination request: Fourth International Trigeminal Neuralgia Awareness Day October 7th, 2016 Contact

TNnME Web- site address: <http://www.tnnme.com> TNnME



WHAT IS TRIGEMINAL NEURALGIA

Can you imagine for one minute what it's like to not be able to wash your face, brush your teeth, be passionate about a topic and not participate because you can't speak. I'm not talking about a minute, hour etc. I mean start to speak and be in pain for hours or days and never be able to give your opinion. All Emotions you feel cause more pain. Heat cold, steam from the oven stove top, your dinner plate all set off tn. Drafts, fans, air conditioning any kind of air flow in a room can set off tn. No laughing, or smiling as most times it is impossible to change the expression on your face. No running, no jumping. I don't have time to tell you about bumpy roads if your tn is already bad. TN is isolation, loneliness, loss of friends, and depression. I want so badly to reach others who are in pain and don't know what to do about it. Or perhaps they were told it is all in their mind or some other ailment. Last year I had the privilege to participate in the volunteer fair held at Keswick library. By participating in this project 100 people went home knowing what TN is and I received 4 emails from people who have TN and wanted more information.

TN is one of the worse pains known to mankind. Although, there are many medications, and surgeries that TN patients can take, they can be quite unsuccessful for some of us. Sandra and I both have type 1 & 2. We have all the pains described below in all branches on the right side of our face. Sandra's surgery was not successful as she is now classified as Idiopathic pain (means they don't know what it is caused by). My surgery was successful for my type 1, but not type 2 leaving me with pain most of the time with some good stages. But when it returns it is worse than the last time. The medication we take is antiseizure medication that works best for TN and causes terrible side effects. Some people are very allergic to the medication and have no choice but resort to surgery. And although it helps control the pain, we are still in terrible pain daily. 15% percent of MS patients will develop TN.

WHAT IS TRIGEMINAL NEURALGIA

Trigeminal Neuralgia, also known as tic douloureux, is an excruciating facial pain that tends to come and go in sudden shock-like attacks. It is a chronic disorder of the trigeminal nerve (5th cranial nerve), which is the largest of the body's 12 pairs of cranial nerves. The trigeminal nerve has three branches, which conduct sensation from the upper, middle and lower portions of the face, and also the oral cavity, to the brain.

Upper – 1st Branch – Ophthalmic, Eye, eyebrow, forehead and frontal portion of the scalp.

Middle- 2nd Branch – Maxillary, Upper lip, upper teeth, upper gum, cheek, lower eyelid and side of the nose.

Lower- 3rd Branch – Mandibular. Lower lip, lower teeth, lower gum and side of the tongue. Also covers a narrow area that extends from the lower jaw in front of the ear to the side of the head.

The painful attacks of TN can involve one or more branches. Most commonly the middle branch or the lower branch either individually or in combination with each other are involved. Only about 4% of patients experience pain in the upper branch. In rare instances all three branches may be involved. The right side of the face is more frequently affected than the left. In a small percentage of patients, pain occurs on both sides of the face, but rarely at the same time. The area of the nerve branch involvement determines the type of symptoms the patient will describe to the physician. It is extremely important that the patient gives a clear description of the area where the pain is being felt and the character of the sensation constant, jabbing, shock-like, burning etc. as this will help to confirm the diagnosis and recommendation for treatment.

Since the largest percent of patients have involvement of the middle and lower branches many of the initial symptoms are felt in the teeth and gums. Many patients experience a dull, continuous aching and gum sensitivity to heat and cold prior to the onset of the more intense, classical symptoms of TN. This period, sometimes referred to as pre-trigeminal neuralgia, presents a considerable diagnostic challenge, especially for the dentist since this is, quite often, the first health professional to see the patient. While true dental abnormalities do produce pain, the pain of TN is not caused by dental problems. What may appear, as a toothache may actually be an early symptom of TN. It is not unusual for a TN patient to see half a dozen or more dentists, oral surgeons, ear, nose and throat

and TMJ specialists, etc. many modes of treatment - root canals, extractions oral surgeries, etc. – are pursued, to no avail, while the pain steadily worsens and more classic symptoms of TN develop.

I have attached our CaTNA flyer and our TNNME flyer. See www.tnnme.com for more TN stories and information and the buildings and bridges around the world that will light up TEAL for us on October 7th, 2015

WEBSITES OF INTEREST

http://www.umanitoba.ca/cranial_nerves

www.tna-support.org

www.tnnme.com

www.catna2.ca

‘TOGETHER WE WILL END THE PAIN’